

ILLINOIS DIVISION RESOURCE MANUAL

2011 – 2012

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INTRODUCTION

Illinois Division Resource Manual Purpose

- ILLINOIS DIVISION PROCEDURES GUIDE
- COMMUNICATION FACILITATOR BETWEEN ILLINOIS DIVISION & CHAPTERS
- UP-TO-DATE DIVISION REFERENCE

This manual has information regarding chapter, division, and international bylaws, standing rules and the Illinois Division (www.iaap-illinoisdivision.org) and international (www.iaap-hq.org) websites.

The division secretary is responsible for updating this manual, and for informing chapter presidents of such changes as they occur.

If any questions arise which are not addressed in this manual, please contact an Illinois Division board member. Likewise, please inform the Illinois Division board of any content or methods that could be improved upon or updated.

ILLINOIS DIVISION HISTORY

The foundation for the Illinois Division was laid in the fall of 1949 when Mary H. Barrett, then Northeast District vice president, appointed Jean Sutherland of Evanston, and past Northeast District vice president, to be State Advisor for Illinois.

There were nine chapters in the state at that time located in Chicago, Bloomington, Champaign, Alton, Evanston, Decatur, Peoria, Jacksonville and Waukegan. Marquette Chapter in Peoria conceived the idea of inviting all Illinois chapters to Peoria for a joint meeting. The first Illinois meeting was held on February 4 and 5, 1950, with 34 members representing seven chapters. At this meeting it was suggested that such a gathering become an annual event and the members present voted to meet in Champaign in 1951.

Abraham Lincoln Chapter in Springfield (which had withdrawn from the National Secretaries Association[®]) returned to the fold when NSA merged with Secretaries International[®] in 1950.

In April 1951, although not yet officially organized as a division, NSA members in Illinois held their second Annual Meeting in Urbana at the Urbana-Lincoln Hotel. On October 18, 1951, Illinois chapters were informed that Clare Jennings had been appointed state president, to serve until the first Illinois state meeting was held. Other officers appointed were Mary Hessling, Secretary and Pauline Bird, Treasurer.

The 1952 Illinois meeting was held at the Edgewater Beach Hotel in Chicago and Clare Jennings, a past president of Chicago Lake Shore Chapter, presided as state advisor.

The early years were lean, with chapter membership numbers remaining essentially unchanged from 1948 to 1953.

A special interim meeting of Illinois chapters was held on February 14 and 15, 1953 to review and approve bylaws and the new title of Illinois State Division of the National Secretaries Association.

The first annual meeting of the Illinois State Division was held in Bloomington on May 1 – 3, 1953 at the Tilden-Hall, with Con Brio Chapter hosting.

At the National Convention in New York City in July 1954 the delegates voted to approve state organizations officially. The Articles of the Association were amended to establish international status.

In July 1955, delegates at the NSA Convention in Chattanooga, Tennessee, voted to change the state structure to division organization, dropping the word “State” from the Illinois Division title.

At the International Convention in July 1980, delegates voted to change the name of the association to Professional Secretaries International[®], and at the International Convention in 1998, delegates approved the name change to the International Association of Administrative Professionals[®].

STRUCTURE

The Illinois Division is made up of all chapters chartered by IAAP[®] in the state of Illinois and all division Members-at-Large in the state. Illinois, along with Indiana, Michigan, Ohio and Wisconsin, make up the Great Lakes District.

Illinois Division officers act as liaisons between the chapters in the state and the Great Lakes District Director, who is a member of the International Board of Directors.

In addition to the Great Lakes District, IAAP is made up of the following:

Canada District: Western Canada, Ontario, and Eastern Canada Divisions

Northeast District: Greater New England, New York, New Jersey, Pennsylvania Divisions

Northwest District: Colorado-Wyoming-Montana, Idaho-Oregon-Utah, Iowa-Nebraska, Minnesota-North Dakota-South Dakota, Washington-Alaska Divisions

Southeast District: Alabama, Delaware-Maryland-District of Columbia, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto-Rico-Virgin Islands, South Carolina, Tennessee, Virginia-West Virginia Divisions

Southwest District: Arizona-Nevada-New Mexico, Arkansas-Oklahoma, California, Hawaii, Kansas, Missouri, Texas-Louisiana Divisions

2011-2012 ILLINOIS DIVISION BOARD OF DIRECTORS

The Illinois Division Board is elected by the membership at the Annual Meeting (IDAM) held in April, May or June each year, and serves as a liaison between the Division and the Great Lakes District Director and the International Board. The Board also serves as a resource for chapters in the division. Please call on them to serve as speakers at chapter meetings, and as a resource when you have questions about operating your chapter or about IAAP in general.

More information about the responsibilities of division officers can be found in the Illinois Division Bylaws and Standing Rules, Article III, Section 5, and in the Officers' Working Statements (which are included in this manual).

2011-2012 Board of Directors

President	Diana Hampton, CAP 4108 S. Airport Road Peoria, IL 61607	Work: 309.655.3722 Cell: 309.208.9542 Email: President@iaap-illinoisdivision.org
President-Elect	Marie Herman, CIWD, ATM-S 715 Blossom Ct. Oswego, IL 60543	Cell: 630.514.4262 Email: President-Elect@iaap-illinoisdivision.org
Vice President	Tonda Stewart, CPS/CAP 2612 High Meadow Drive Peoria IL 61607	Work: 309.624.2356 Cell: 309.370.4458 Email: VicePresident@iaap-illinoisdivision.org
Secretary	Dewoun Hayes, MAEd, CAP 4322 Lindenwood Drive #3NW Matteson IL 60443	Work: 708-709-3631 Cell: 708-584-7035 Email: Secretary@iaap-illinoisdivision.org
Treasurer	Lisa Olson 1207 Andria Ct. Naperville, IL 60540	Cell: 630.417.4104 Email: Treasurer@iaap-illinoisdivision.org

BOARD CONTACTS

To serve as a resource and facilitate communication, each Illinois Division Board member is assigned to a number of chapters and division committees as board contact. The assignments for 2011-2012 are below.

As soon as practical after receiving the assignments, board members will contact the chapter presidents and committee chairmen to identify themselves and set up a time to visit the chapter. Board members are available to help with chapter development, serve as speakers at chapter meetings, assist with the installation of chapter officers, serve as a sounding board for chapters and division committees, and provide a communication link with the Division, Great Lakes District and International.

Board Member	Chapter	Committee Liaison
President, Diana Hampton, CAP	Central Illinois Admins Kishwaukee Two Rivers	Finance New Chapter Builder Parliamentary Advisor
President-Elect, Marie Herman, CIWD/ATM-S	Chicago Lake Shore Golden Corridor Hononegah Lake County	Bylaws & Standing Rules Certification Retirement Trust Fund
Vice-President, Tonda Stewart, CPS/CAP	Alton Champaign-Urbana Elgin Quad City	Division Member at Large Nominations
Secretary, Dewoun Hayes, MAEd/CAP	Greater Lakes Greater O'Hare Greater Will County West Loop	Membership
Treasurer, Lisa Olson	Dupage Northwest Suburban Illinois SWCD Tri-County	Web Master Marketing Champion

BYLAWS AND STANDING RULES

Each Illinois Division chapter president and secretary should have a copy of the most current chapter, division and international bylaws and standing rules. Division bylaws and standing rules will be sent to each chapter president and secretary following the division annual meeting. International bylaws and standing rules are sent to chapter and division presidents and posted on the IAAP community website. (<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/MemberResources>) (document 268 in web community document library).

As a service to chapters, the Illinois Division Bylaws and Standing Rules Committee reviews chapter bylaws and standing rules on a rotating basis to ensure that they do not conflict with international or division bylaws and standing rules and to suggest changes. Chapters will be notified when their bylaws and standing rules are to be submitted for review.

New chapters must submit their adopted bylaws and standing rules for review by the Illinois Division Bylaws and Standing Rules Committee within six months following the date the chapter is chartered. Amendments to chapter bylaws and standing rules must be submitted to the bylaws and standing rules committee for review following their adoption by the chapter.

The division board, division bylaws and standing rules committee and the division parliamentarian are also available to help answer questions.

ILLINOIS DIVISION NEWSLETTER (IDN)

The Illinois Division newsletter is published six times a year and is sent to all chapter presidents, division Members-at-Large, division presidents in the Great Lakes District, the International Board of Directors, the International Marketing Director and any other IAAP member who requests a subscription. The current issue will also be posted on the Illinois Division website.

The newsletter will include information about upcoming division and chapter events, updates on activities of the Illinois Division board and committees, and articles of interest to Illinois Division members. It is expected that chapter presidents will share the information in the newsletter with their members.

Contributions to the newsletter are always welcome and should be sent to the Illinois Division vice president

2011-2012 Publishing Schedule

Issue Number	To Editor	Publication Date
1 – August/September	Aug 8, 2011	Aug 22, 2011
2 – October/November	Oct 3, 2011	Oct 17, 2011
3 – December/January	Nov 21, 2011	Dec 5, 2011
4 – February/March	Jan 23, 2012	Feb 6, 2012
5 – April/May	Mar 19, 2012	Apr 2, 2012
6 – June/July	May 21, 2012	Jun 4, 2012

ILLINOIS DIVISION WEBSITE

The Illinois Division website can be found on the IAAP web community at <http://www.iaap-illinoisdivision.org>. The site is the place to find information about other Illinois Division chapters and events, benefits of membership, certification, the President's Award program, and contact information for chapter officers, Illinois Division board members and Illinois Division committee chairmen. Current issues of the Illinois Division newsletter and its attachments are posted on the Illinois Division website.

The site also features a page for each chapter or a link to the chapter's own site. Please be sure to keep your site or chapter page updated by sending information to webmaster@iaap-illinoisdivision.org.

FINANCE

Fiscal Year

The IAAP fiscal year is July 1 through June 30.

Bonding

International Standing Rule 6 requires the office of treasurer to be bonded. Likewise, any officers authorized to sign checks separately or with the treasurer must also be bonded.

A three-year consolidated position bond is available through IAAP. Coverage available includes \$5,000, \$10,000, \$15,000 and \$20,000 bonds. Contact the accounting department at headquarters for additional information. If your chapter does not have an audit committee, it may jeopardize bond coverage.

Bonding can also be arranged through any insurance company that offers this type of policy.

Dues

Dues notices for membership renewals are mailed directly to each member by IAAP headquarters. Members send the full amount to IAAP headquarters, and division and chapter portions of the dues are returned to the corresponding treasurers with a report of dues paid.

Current Division and International Dues Amounts

	International	Division
One-time processing fee, for new members only	\$15.00	
Professional	83.00	15.00
Professional Merited	47.00	8.00
Student	50.00	7.00
Associate	180.00	
Division Member at Large		25.00
Division Professional Merited Member at Large		15.00
Division Student Member at Large		7.00

Chapters receiving new member applications will send them with the entire dues amount (either paid by check or charged to a credit card) to IAAP headquarters. The chapter and division portions of the new member's dues will be direct deposited monthly into the division or chapter bank account directly from headquarters.

A member whose membership has lapsed for any reason may reinstate membership, without a loss of membership tenure, by paying the \$15 processing fee and the current year's dues. However, if more than two years have lapsed, the member must reapply as a new member.

Federal Income Tax

IAAP is exempt from taxation under Section 501(c) (6) of the 1954 Internal Revenue Code which reads: "Business leagues, chambers of commerce, real estate board, or board of trade, or professional football leagues (whether or not administering a pension fund for football players) not organized for profit and no part of the net earnings of which inures to the benefit of any private shareholder or individual."

This ruling provides nonprofit status to any unit of IAAP as long as that unit requests inclusion. To be included under IAAP's group ruling, chapters must obtain an Employer Identification Number (EIN) and submit a letter informing IAAP of the unit's EIN. Chapters may file for an EIN online, by telephone, by fax, or by mail, depending on how soon you need to use the number:

- Online: Go to www.irs.gov/businesses and click on "Employer ID Numbers" under "Related Topics"
- By phone: Call the IRS at 800.829.4933 (The person making the call must be authorized to sign a form on behalf of the chapter or be an authorized designee.)
- By fax: Complete Form SS-4 Application for Employer Identification Number, and Fax to 859.669.5760, Attn: EIN Operation Cincinnati, OH. A fill-in version of the form can be found at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
- By mail: Complete Form SS-4 and mail to your local IRS service center. The list of service centers in Illinois can be found at: <http://www.irs.gov/localcontacts/article/0,,id=98273,00.html> (go to: www.irs.gov scroll to the bottom of the page, click on Contact Us, then click on Contact My Local Office)

The Illinois Division EIN is 51-0245970. Every chapter must have their own EIN number. A chapter will use their EIN number on Form 1099, to be filed when a speaker or service provider is paid more than \$600 during one year.

All tax-exempt units are required to file Form 990 or 990-N by November 15. If gross receipts (total amount received from all sources during the annual accounting period, without subtracting costs or expenses) exceed \$25,000, form 990 is required. For all others, form 990-N is required. Instructions for Form 990 and 990-N can be found at <http://www.irs.gov/pub/irs-pdf/i990-ez.pdf>.

State Taxes

Under Section 205(a) of the Illinois Income Tax Act (35 ILCS 5/205), any organization exempt from federal income tax under Section 501(a) of the Internal Revenue Code is automatically exempt from Illinois income tax.

Chapters are exempt from state income tax, but **not** exempt from paying state or local sales tax.

Financial Review

The Treasurer's books should be audited or reviewed each year following the close of the fiscal year on June 30 either by a financial review committee or by a qualified outside source.

Depending on a chapter bylaws and standing rules, the financial review committee should consist of either an outside source, such as public accountants, or a qualified person or persons within the chapter or division. A financial review should not be conducted by any person who has had anything to do with the chapter's finances during the period under review.

The most common type of financial review is a "cash audit," which is limited to the examination of cash transactions for a specific period to determine whether all cash received and receivable has been recorded, whether disbursements are supported by properly authorized vouchers, whether the cash balance is represented by cash actually on hand or in the bank, and whether the cash records are in good order.

For more information on conducting a financial review, see the IAAP *Leader's Guide*, which suggests the guidelines for financial reviews.

RECORDS RETENTION

IAAP headquarters has revised the records retention schedule. Take some time to periodically review your chapter files to purge records that are no longer needed and to be sure that you know who is responsible for maintaining the remaining records.

Record	Suggested Retention Period
Accounts receivable and payable	3 years
Annual reports	Permanently
Articles of Incorporation	Permanently
Authorizations and appropriations for expenditures	3 years
Bank deposit slips	3 years
Bank statements/reconciliations	7 years
Budgets	3 years
Bylaws	Permanently
Cash disbursements journal	Permanently
Cash receipts journal	Permanently
Charts of accounts	Permanently
Checks (canceled) for important payments such as taxes, purchases of property, special contracts, etc. (File checks with papers pertaining to the underlying transaction.)	Permanently
Checks (canceled), general	7 years
Claims and litigation files	10 years
Contracts (general)	10 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Deposit slips	1 year
Expense reports	3 years
Financial statements (annual)	Permanently
Financial Review/Auditor Reports	Permanently
General journal or ledger	Permanently
Income tax returns and canceled checks (federal, state, and local)	Permanently
Insurance policies (current), accident reports, claims, policies, etc.	Permanently
Insurance policies (expired)	3 years
Invoices	3 years
Membership records	3 years
Minutes (board and committees with board authority)	Permanently

Minutes (committees without board authority)	5 years
Petty cash vouchers	3 years
Rosters	Permanently

IAAP ACRONYMS AND TERMINOLOGY

APD	Administrative Professionals Day (formerly Professional Secretaries Day; observed the Wednesday of Administrative Professionals Week)
APW	Administrative Professionals Week (last full week in April)
CAP	Certified Administrative Professional
CAP-OM	Certified Administrative Professional - Organizational Management Specialty
EFAM	Educational Forum and Annual Meeting
CPS	Certified Professional Secretary
DRM	Division Resource Manual
GLD	Great Lakes District
Headquarters	IAAP Headquarters, Kansas City, Missouri
IAAP	International Association of Administrative Professionals (association name since 1998)
IC	Institute for Certification
IDPC	Incoming Division Presidents' Conference
ID	Illinois Division
IDAM	Illinois Division Annual Meeting
IDN	Illinois Division Newsletter
IE	Institute for Education
NSA	National Secretaries Association (association name from 1942-1980)
Omega Chapter	Deceased IAAP members
PEP	Professional Enrichment Program
PIP	Past International President
PSI	Professional Secretaries International (association name from 1980-1998)
R&E	Research and Education Foundation
RTF	Retirement Trust Foundation
Vista Grande	Name of the IAAP retirement community located in Rio Rancho, New Mexico

IAAP CALENDAR AND IMPORTANT DATES

July

1 IAAP fiscal year begins
24-27 Educational Forum and Annual Meeting, Montreal Quebec, Canada

August

1-15 Headquarters mails information to chapters and divisions that did not have representation at convention
6 Illinois Division Leadership Conference, Pontiac, IL
15 Deadline for accepting applications for the November CAP exams

September

30 CIA Chapter Fundraiser at Professional Enrichment Program, Bloomington, IL

October

1 Professional Enrichment Program (PEP), Marriott Hotel, Bloomington, IL
15 Headquarters mails nomination forms for International officers and RTF Trustees to Division and Chapter Presidents, with copies to International departments and committees and to Chapter and Division Treasurers
29 Illinois Division Pre-IDAM Meeting with Host Chapter

November

First Sat. CAP Certification Examinations
15 Deadline to send Form 990 to Internal Revenue Service

January

15 Chapters and divisions deadline for committee on nominations to receive nominations for international officers, RTF trustees, international departments and committees

February

1 Chapters and divisions mail proposed amendments to International Bylaws and Standing Rules Committee
1 Headquarters mails credentials registration forms and information to all chapter and division presidents
15 Headquarters posts convention registration brochure on-line
15 Deadline for accepting applications for May CAP exams

April

19-20 Incoming Division President's Conference in Kansas City, Missouri
TBD Submit nominations for chapter officers to chapter members

Last full week Administrative Professionals Week
Wed of last full week Administrative Professionals Day

May

First Sat. CAP Examinations
At chapter meeting Election of chapter officers

June

At chapter meeting Installation of incoming chapter officers (chapter may choose to install new officers at another time).
3 Deadline for division president to notify headquarters and district director of date and location of next division annual meeting
15 Send names, addresses and telephone numbers of incoming chapter officers pertinent organizations in community such as news media.
30 Deadline for chapter and division secretary to submit directory listing of incoming officers and committee chairmen to headquarters (forms can be found in the members place section of the IAAP website).
Deadline to submit Member of Excellence Form 11:59 p.m.

July

5 Deadline to submit Chapter of Excellence Form 11:59 p.m.
Deadline to submit Division of Excellence Form 11:59 p.m.

Upcoming Events

2012

June 8-10 Illinois Division Annual Meeting,
Wyndham Lisle Hotel, Lisle, IL
July 20-25 Educational Forum and Annual Meeting, Gaylord Texan Resort, Grapevine, TX

Upcoming International Conventions

2013	Anaheim, CA	July 28-31	Anaheim Convention Center
2014	Milwaukee, WI	July 27-30	Milwaukee Convention Center
2015	Louisville, KY	July 26-29	Kentucky International Convention Center

ILLINOIS DIVISION PARLIAMENTARIAN AND COMMITTEE CHAIRMEN

The parliamentarian and committee chairman are appointed by the Illinois Division president, subject to the approval by the Illinois Division board of directors. The 2011-12 appointments are the following.

Parliamentarian	Gloria Linda Williams E-Mail: Parliamentarian@iaap-illinoisdivision.org	Chicago Lake Shore Chapter
Bylaws & Standing Rules	Angie Oetjens E-Mail: Bylaws@iaap-illinoisdivision.org	DMAL
Certification	Pat Davis, CPS/CAP E-Mail: Certification@iaap-illinoisdivision.org	Chicago Lake Shore Chapter
Finance	Brenda Stefanowski CPS/CAP E-Mail: Finance@iaap-illinoisdivision.org	Lake County Chapter
Membership	Cheryl Franklin, CPS E-mail: Membership@iaap-illinoisdivision.org	Two Rivers Chapter
New Chapter Builder	(open) E-mail:	
Nominations	Crystal Davis, CPS/CAP E-mail: Nominations@iaap-illinoisdivision.org	Chicago Lake Shore Chapter
Retirement Trust Foundation	Victoria Prestia E-mail: RTF@iaap-illinoisdivision.org	Elgin Chapter
Webmaster	Margaret Bucholz E-mail: Webmaster@iaap-illinoisdivision.org	Two Rivers Chapter
Division Member- At-Large Liaison	Rebecca S. Klingberg, CPS E-mail: DMALLiaison@iaap-illinoisdivision.org	DMAL
Strategic Planning	(open) E-mail:	Advisor
PR & Marketing Liaison	Diana Weindel Email: d_weindel@yahoo.com	Alton Chapter

2011-2012 CHAPTER OFFICERS

Division Members-at-Large

102001

Please contact the Illinois Division president or secretary for the current list of Division Members at Large.

Division Members-at-Large Liaison Rebecca (Becky) S. Klingberg, CPS
E-mail: DMALliaison@iaap-illinoisdivision.org

Alton Chapter (Alton)

102110

President	April Drennan	E-mail: aecd1@aol.com
President-Elect	Diana Weindel	E-mail: d_weindel@yahoo.com
Secretary	Diana Garner	E-mail: mom2girlz20002003@yahoo.com
Treasurer	Amanda Klaas	E-mail: amandaklaas@yahoo.com

Central IL Admins (Bloomington-Normal, IL)

102135

President	Andrea Hoggins	E-mail: andrea.hoggins.c36o@statefarm.com
President-Elect	Trisha Dowd	E-mail: trishadowd@gmail.com
Vice-President	Lori Rusher	E-mail: lorimar80@comcast.net
Recording Secretary	Betty Tornquist	E-mail: betty.tornquist.hni6@statefarm.com
Correspondence Secretary	Aimee Rusher	E-mail: aimeerusher@gmail.com
Treasurer	Deb Johnson, CPS	E-mail: drummers_mom_0408@hotmail.com

Champaign-Urbana Chapter (Champaign, Urbana)

102150

President	Jeanne R. Bohlen, CPS/CAP	E-mail: jrbohlen@mchsi.com
Vice-President		
Recording Secretary	Patsy Fish	Email: patfish36@gmail.com
Treasurer	Doris Retter, CPS	E-mail: dretter@356bank.com

Chicago Lake Shore Chapter (Chicago) 102160

President	Janice Y. Gray	E-mail: janice.gray@crowehorwath.com
President-Elect	Suzanne M. Bracken, CAP	E-mail: suzanne.bracken@edelman.com
Vice-President	Johanna Monjarro	E-mail: johanna.monjarro@chi.frb.org
Recording Secretary	Jolayne Biscoe, CAP	E-mail: jolayne.biscoe@generalgrowth.com
Corresponding Secretary	Esther Salinas-Duarte	E-mail: duarte892001@yahoo.com
Treasurer	Yvonne Matos	E-mail: matosy@district65.net

DuPage Chapter 102300

President	Jane Weishaar	E-mail: Jane.Weishaar@us.mcd.com
Vice-President	Sandy Strong	E-mail: sandy.strong@us.mcd.com
Treasurer	Kathryn Lissak	E-mail: kjlissak@sbcglobal.net

Elgin Chapter (Elgin) 102195

President	Pat Pollmann, CPS	E-mail: patpollmann@officemax.com
Vice-President	Pamela Naylor, CPS	E-mail: pnaylor@cfindustries.com
Recording Secretary	Rebecca Ellington	E-mail: rellington62@ameritech.net
Treasurer	Peggy Harshman	E-mail: pharshman@sbcglobal.net

Golden Corridor Chapter (Schaumburg) 102348

President:	JoEllen Pickett, CPS	E-mail: joellen.pickett@us.bosch.com
Vice-President	Linda Clark, CPS/CAP	E-mail: linda.2.clark@zurichna.com
Recording Secretary	Laura J. Polido	E-mail: laura.polido@zurichna.com
Corresponding Secretary	Brigitte V. Morris	E-mail: brigitte.morris.sepl@statefarm.com
Treasurer	Ann Kuhlmann	E-mail: ann.kuhlmann@kodak.com

Greater Lakes Chapter (Grayslake) 102285

President Mary Christoph, CPS E-mail: mchrj@allstate.com
Vice-President Anita Stephens E-mail: anita_stephens@baxter.com
Treasurer Teresa Rathfelder E-mail: teresa.rathfelder@yahoo.com

Greater O'Hare Chapter (Schiller Park) 102225

President Elizabeth Dorgan E-mail: liz.dorgan_capom@yahoo.com
Vice-President Philomena Abruscato E-mail: pabrus@comcast.net
Recording Secretary Cindy Johnson, CPS E-mail: cjohnson@xertrex.com
Corresponding Secretary Cindy Johnson, CPS Email: cjohnson@xertrex.com
Treasurer Bernice Brown, CAP-OM E-mail: bernie418@yahoo.com

Greater Will County Chapter (Joliet area) 102255

President Deanna E. Brown, CPS E-mail: brownd1479@sbcglobal.net
Vice-President Leticia Roppo E-mail: l.roppo@comcast.net
Secretary Lois A. Norman E-mail: lnorman@joliet.harrahs.com
Treasurer Sharon Schroeder, CPS E-mail: sshroed@jjc.edu

Hononegah Chapter (Rockford) 102345

President Kathleen Morrison E-mail: kmorrison09@sbcglobal.net
Vice-President Mary Green, CPS E-mail: merrymary32@inwave.com
Recording Secretary Mary Ann Kostelnik E-mail: mary.a.kostelnik@motorola.com
Treasurer Barb Grace E-mail: barb@ballardcos.com

Illinois Soil & Water Conservation District Corporate Chapter (Springfield) 102365

President Jane Brangenberg E-mail: jane.brangenberg@il.nacdnet.net
Vice-President Debbie Holsapple, CPS/CAP E-mail: debbie.holsapple@il.nacdnet.net

Two Rivers Chapter [Naperville]**102290**

President Veronica Jones-Finley E-mail: veronica.jones-finley@us.gt.com

Vice-President Caroly Synal E-mail: csynal@packereng.com

Recording Secretary Norma Kassanitz, CPS E-mail: njk1990@wowway.com

Treasurer Deborah Allen E-mail: deborah.allen@us.gt.com

ILLINOIS CHAPTERS CHARTERED

Name	Location	Sponsored By	Charter Date
Abraham Lincoln*	Springfield	HQ Registrar	April 29, 1943
Aishi *	Illinois Valley	Con Brio	February 18, 1968
Alton	Alton	HQ Registrar	April 3, 1946
Amaneuneses *	Evanston	HQ Registrar	May 28, 1946
Argonne *	Argonne	Louis Joliet	April 18, 1990
Avidae Scribae *	LaGrange	Chicago Lake Shore	March 4, 1957
Central IL Admins	Bloomington-Normal	Tri-County	January 12, 2010
Champaign-Urbana	Champaign-Urbana	Abraham Lincoln	October 2, 1955
Chicago *	Chicago	Illinois Division Board	September 7, 1974
Chicago Lake Shore	Chicago	HQ Registrar	April 6, 1945
Christian County *	Taylorville	Decatur	December 16, 1994
Cicero-Berwyn *	Cicero, Berwyn	Avidae Scribae	October 10, 1971
Con Brio *	Bloomington	HQ Registrar	April 25, 1945
Decatur*			June 8, 1952
DuPage	Oak Brook	Greater O'Hare	September 10, 2007
Edelman Public Relations Worldwide Corporate*	Chicago	Chicago Lake Shore	May 29, 2001
Elgin	Elgin	Elmwood Park	October 4, 1970
Fox Valley *	Crystal Lake	Chicago Lake Shore	January 13, 1973
Galesburg *	Galesburg	Rock River	April 2, 1955
Golden Corridor	Schaumburg	Northwest Suburban	April 27, 1997
Greater Lakes	Libertyville	Chicago Lake Shore	February 23, 1969
Greater O'Hare (Elmwood Park) *	O'Hare Area	Piankeshaw	September 8, 1963
Greater Will County	Joliet Area	Elgin	April 25, 2007
Hononegah	Rockford	Kishwaukee & Chicago Lake Shore	May 25, 1961
Illini *	Jacksonville	Abraham Lincoln	September 24, 1972
Illinois Soil & Water Conservation District Corporate	Springfield	Chicago Lakeshore	June 20, 2001
Kankakee Valley *	Kankakee	Chicago Lake Shore	June 16, 1956
Kewanee *	Kewanee	Marquette	December 12, 1954
Kishwaukee	DeKalb	Chicago Lake Shore	February 5, 1956
Lake County	Vernon Hills	Illinois Division Board	September 14, 2004
Lamoine Valley *	Macomb	Galesburg	April 26, 1972
Land of Lincoln *	Lincoln	Decatur	August 11, 1968
Liberty *	Belleville	Tri-Cities	July 11, 1976
Lincoln Heritage *	Mattoon	Decatur	December 11, 1955
Little Egypt *	Mount Vernon	Illinois Division Board	June 14, 1990
Louis Joliet *	Joliet	Chicago Lake Shore	June 16, 1957

Name	Location	Sponsored By	Charter Date
Marquette *	Peoria	HQ Registrar	August 4, 1945
Midway *	Chicago	Illinois Division Board	June 14, 1990
Mississippi Ohio Valley *	Ullin	Shawnee	June 28, 1974
Northwest Suburban*	Northbrook		June 25, 1958
Oak Brook *	Oak Brook	Avidae Scribae	November 27, 1962
Park-Plaines *	Des Plaines	Chicago Lake Shore	June 25, 1958
PepsiCo Corporate*	Chicago	Illinois Division Board	October 6, 1999
Pianeshaw *	Danville	Champaign-Urbana	March 3, 1957
Quad City	Moline, Rock Island	Illinois Division Board	October 25, 1952
Quinsippi *	Quincy	Champaign-Urbana	September 25, 1957
Rainbow *	Southwest Chicago	Avidae Scribae	April 2, 1959
Sauk Trail *	Park Forest	Chicago Lake Shore	September 8, 1957
Shawnee *	Harrisburg	Southern Lakes	November 15, 1970
Shoreland *	Waukegan	Chicago Lake Shore	July 19, 1948
Skokie Valley*	Skokie	Chicago Lake Shore	March 24, 1956
Southern Lanes *	Carbondale	Decatur	June 2, 1957
Southernaire *	Harvey	Chicago Lake Shore	April 6, 1957
Tri-Cities *	Granite City	Alton	September 23, 1961
Tri-County	Peoria	Marquette	August 24, 2004
Two Rivers	Naperville	Illinois Division Board	April 19, 2004
Valley *	Aurora	Chicago Lake Shore	June 14, 1953
Victory Corporate *	Waukegan	Illinois Division Board	January 10, 1990
West Loop*	Chicago (Downtown)	Illinois Division Board	November 2, 2009
Western DuPage *	Wheaton	Chicago Lake Shore	September 16, 1972

* Chapter has disbanded.

ILLINOIS DIVISION ANNUAL MEETING PROCEDURES

Purpose

The purpose of the Illinois Division Annual Meeting (IDAM) is to conduct the business of the division and to provide educational and networking and opportunities to division members. IDAM is generally held on a weekend between April 20 and June 25 each year, the exact time and place to be selected two years in advance of each meeting by a majority vote of the delegates at the annual meeting.

IDAM is a division-wide meeting. The host chapter is the arranger for the meeting, but **all** plans and arrangements must be approved by the Illinois Division Board of Directors. If there is no host chapter, the Illinois Division Board of Directors will designate the time and place of IDAM and coordinate the meeting. All contracts must be in writing and are approved by the Illinois Division Board of Directors.

The Illinois Division president-elect serves as the general chairman of the meeting, and serves as liaison between the host chapter and the Illinois Division board.

General Information

Accommodations

The host committee should reserve a suite for the division officers beginning at noon the Thursday or Friday prior to the annual meeting through Monday following the meeting. If the hotel provides any complimentary or discounted rooms, these should be reserved for the Illinois Division Board.

Annual Meeting General Chairman

The Illinois Division president-elect will be the IDAM General Chairman. The general chairman will be the primary contact for the host chapter coordinator(s) and host chapter committee. It will be the responsibility of the host chapter coordinator to ensure that the general chairman receives copies of all correspondence and minutes from meetings of the host chapter committee.

Contracts

All contracts are to be signed by the Illinois Division president. Contracts may not be signed before July 1 of the year prior to the Annual Meeting, with the exception of the facility contract. This ensures that the division officers making the decisions are the ones that will be in office at the time of the annual meeting. Before the event, change the contact information in the contract and direct billing agreement to the current president.

Files

It is recommended that any files, binders, supplies or other materials ready to be turned over to the host committee chairman be transferred following the close of the Sunday business session.

Finance

All checks must be signed by the Illinois Division treasurer and either the Illinois Division president or president-elect.

Host Chapter Coordinators

The host chapter coordinator (or co-coordinators) should be selected by the host chapter board of directors within 30 days following the selection of the site for the annual meeting. It is strongly recommended that the member(s) selected to serve as coordinator have attended at least one of the last two annual meetings prior to appointment.

International Officers

If an international officer or any headquarters staff member will attend IDAM, the host chapter should provide transportation to and from the airport for these guests.

Speakers

All speakers should have a message that is applicable to the administrative professional and in keeping with the image of a professional association. The Illinois Division board will select all speakers and approve their costs. It is suggested that the Illinois Division board work with the speakers to obtain two biographies – one to be used in the registration materials, and a second to be used when introducing speakers.

Tables

All head tables are to be skirted and elevated on risers, if risers are available from the hotel. Two- or three-foot risers are preferred. Water pitchers and glasses should be on all tables, but particularly on the head table and on the tables for delegates and alternates.

Theme

The theme for the meeting is based upon the International President's theme for the year.

Bids and Invitation

If a chapter wishes to host IDAM, a notice of the chapter's intent to bid for the meeting must be submitted in writing to the Illinois Division president by March 15 two years in advance of the meeting they wish to host. The letter must be signed by the chapter president, and must include the name and location of the proposed site, a confirmation that the site has adequate facilities (including separate meeting and dining rooms) and the proposed dates.

When selecting a site, keep in mind that facilities will be needed for:

- Sleeping rooms (double occupancy and double bedded)
- Suite starting Thursday through Monday checkout including a table large enough to accommodate the Illinois Division board meeting.
- Registration area on Friday, Saturday and Sunday
- Friday Professional Development Seminar to accommodate no less than 50
- Hospitality Suite, Friday through Sunday
- Friday Open House and optional exhibitor tables
- Saturday benefit breakfast (optional)
- Saturday Business Session meeting room
- Saturday Luncheon
- Saturday Banquet and Reception
- Sunday Brunch and Business Session

After the bid has been approved by the Illinois Division board, it is presented to the delegates at the annual meeting during the regular business session two years prior to the meeting date. An invitation is then presented by the host chapter to the membership at the annual meeting one year prior to the actual

event. Both presentations should be limited to three to five minutes. A copy of the script is to be provided to the Illinois Division president and general chairman at least 30 days in advance of the annual meeting.

Responsibilities

Illinois Division Board

- Communicate to the host chapter the division theme for the year.
- Provide budget guidelines for food/beverage and speakers, review and approve all expenses, proposed speakers and events.
- Establish meeting full registration and single-event registration fees, based on cost and attendance estimates from the host chapter committee.
- Recommend desired seminar topics to the host chapter committee.
- Provide a tentative agenda for inclusion in the Illinois Division newsletter and the registration form.
- Supply copies of Illinois Division officer and committee annual reports, to be included in program books.
- Determine awards to be given at annual meeting. Prepare recognition certificates for speakers, guests and long-term members.
- Send thank you letters to participants.
- Determine eligibility for registration refund requests and return refunds to members.
- (President) Plan the program and provide a business agenda for the meeting.
- (President) Appoint the parliamentarian, tellers committee and timekeeper for the annual meeting.
- (President) Provide the list of names of Omega Chapter members to be included in the official program.
- (President-Elect) Make room reservations for speakers, international officers, and special guests (if any) for the annual meeting weekend.
- (President-Elect) Prepare seating charts for head table and special seating.
- (President-Elect) Obtain and review ballots from the committee on nominations.
- (President-Elect) Arrange for installation of officers.
- (President-Elect) Prepare an evaluation form, provide sufficient copies for attendees, and publish a summary of results.
- (Treasurer) Deposit all money received and make payment for all expenses.
- (Treasurer) Accept and record registration forms and payment.
- (Treasurer) Provide a monthly financial statement of IDAM receipts and expenses to the ID board.
- (Treasurer) Provide host chapter a regularly updated attendance registration list.

Host Chapter Coordinator Responsibilities

- Confirm in writing the tentative agreement with the hotel as soon as the host chapter receives acceptance of the bid for the annual meeting.
- Recommend for Illinois Division board approval of the registration costs, suggested speakers, optional tours or events, and any other meeting plans.
- Supervise and direct the plans and duties of the host chapter committees, subject to approval by the host chapter board.
- Keep the division general chairman informed of all plans.
- Maintain a file of all pertinent data for the annual meeting, which will be transferred to the Illinois Division general chairman as soon as possible after the close of the annual meeting.

- Make announcements at the close of each business session as needed.
- Make arrangements for the fall planning meeting with the Illinois Division board at the site of the annual meeting, to include a tour of the facilities and lunch to sample the luncheon menu, if possible.

Budget

General Information

- The FEIN number for the Illinois Division is 51-0245970 and should be printed on the registration form.
- All checks should be made payable to “ IL Division, Inc. of IAAP”
- The Illinois Division treasurer handles receipt and disbursement of all funds. The division treasurer with the assistance of the host chapter coordinators will maintain the IDAM financial records.
- The ID treasurer will provide the host chapter with a breakdown of registrations received, i.e. open house, banquet, full registration, professional development seminar, etc.
- The host chapter coordinators will forward expense vouchers for budgeted items paid out-of-pocket (with the exception of the open house and cash donations) to the general chair. An electronic copy of the voucher can be obtained from the Illinois Division treasurer or the Illinois Division website. All vouchers are to be signed by the IDAM general chairman and another Illinois Division board member.
- Any income generated by the host chapter from raffles, trips and tours, or vendor tables at the open house will be part of the host chapter’s treasury, not the IDAM budget.
- Any income generated from sponsors is to go to the IDAM budget.

Budget Preparation

The following outlines items to be considered in budgeting:

A proposed budget is to be submitted for Illinois Division board approval at the November planning meeting. The board will review the budget and make recommendations for any suggested changes. Registration fees to be charged must be approved by the Illinois Division board prior to mailing of any announcements or registration materials that include charges.

The following items should be taken into consideration when preparing the budget:

- Registration fees are waived for Illinois Division officers, the parliamentarian and host chapter coordinators. This does not include any optional events such as trips or tours. Illinois Division officer’s registration fees are waived for the Friday afternoon seminar.
- Registration fees for host chapter committee members and Illinois Division committee chairmen may be reduced, the amount to be determined by the Illinois Division board.
- Meal prices should include taxes and tips, but it is recommended that a round dollar figure for each meal be negotiated.
- Any complimentary rooms received from the hotel for holding the annual meeting will be given to the Illinois Division board.
- If an international officer is invited by the host chapter or Illinois Division board to attend IDAM, that officer’s expenses are to be paid from the IDAM budget including attendance at the Friday afternoon seminar. Headquarters will pay \$250 of these expenses.

Potential Expenses to Be Included in IDAM Budget

INCOME

- Registrations (# @ \$_____)
- Seminar registrations (# @ \$_____)
- Procurement/Donations

EXPENSES:

- Procurement**
 - Postage
 - Printing
 - Mailing materials
 - Other
- Publicity**
 - Postage
 - Other
- Registration**
 - Mailing labels
 - Postage
 - Printing
 - Name Badges
 - Mailing materials
 - Registration
 - Folders/envelopes
 - Other
- Official Program**
 - Printing
 - Index dividers
 - Posters
 - Binders
- Host/Hospitality**
 - Room charges
 - Refreshments
 - AV Equipment
 - Room adjustment
- Open House**
 - Food
 - AV equipment & setup
 - Bartender
 - Entertainment
- Sergeant-at-Arms/
Pages**
 - Sashes
 - Page cards
- Luncheon**
 - Food
 - Keynote Speaker (Sat.)
 - AV equipment & setup

- Banquet/Reception**
 - Food
 - Reception
 - AV equipment & setup
 - Program
 - Bartender
 - Entertainment
- Brunch**
 - Food
 - AV equipment & setup
 - Keynote speaker
 - Music
- Decorations**
 - Centerpieces
- Misc. Arrangements**
 - Post/retire colors
 - Silent auction storage
- Other Expenses**
 - Coordinator expenses
 - General Chairman expenses
 - White boards
 - Headquarters staff Expense
 - Recognition certificates
 - Joint Meeting expenses
 - Bellman tip

Suggested Annual Meeting Committees

Annual meeting committees will be formed as soon as possible from the members of the host chapter and approved by the host chapter board. Following host chapter board approval, the host chapter coordinator will provide to the general chairman a listing of committee chairmen and members, along with the addresses, telephone numbers, and e-mail addresses of the committee chairmen. It is up to the host chapter committee to establish the appropriate committees. Some suggested committees include banquet, decorations, host/hospitality, luncheon, Sunday brunch, miscellaneous arrangements, official program, open house, procurement, publicity, registration and sergeant at arms/pages.

Each committee is to prepare a written report outlining its specific plans, including expenses, in advance of the fall planning meeting with the Illinois Division board.

Procurement Committee Responsibilities

- Solicit corporate donations of funds or materials. (Be sure to be clear that IAAP is a non-profit organization but that contributions are **not** tax deductible.) Send thank-you letters for funds or materials received.
- Determine any optional materials (“welcome bag” items) that are to be requested and the manner of distribution of all materials received.
- Provide an acknowledgement list of contributors for inclusion in the official program.

Publicity Committee Responsibilities

- Handle all media coverage. Announcements to newspapers and news services should include the name of the association; the type of function; the time and purpose of the meeting; the names and information regarding speakers and special guests; and any other pertinent information available. Every attempt should be made to have news coverage of special events (CAP recipients, long-term member recognition or installation of officers, for example).
- News releases are to be approved by the Illinois Division board.
- Supply clippings of any publicity to the Illinois Division board.
- Design the flier to be used to announce the tentative meeting agenda and other pertinent information as established by the Illinois Division board. A draft is to be presented prior to the fall meeting for Illinois Division board approval. The flier will also be included in the Illinois Division newsletter and pertinent information will be used in the registration form.

Official Program Committee Responsibilities

- Prepare and print the official program booklet in a format consistent with the previous year’s program. It should include an inside cover; notices; congratulatory letters (if available); table of contents; annual meeting rules; agenda; lists of past Illinois Division presidents, past Illinois Division SOTYs, current and past IDAM meeting sites and dates, current Illinois Division officers, current Illinois Division members serving at the international level, Illinois Division chapters, Illinois Division committee chairmen and members, host chapter coordinators, host chapter committee chairmen and members, host chapter officers, and Omega Chapter members; acknowledgements; advertising (if solicited); and any other information as determined by the Illinois Division board.
- Submit the preliminary program design to the Illinois Division board for approval at the fall planning meeting. The Illinois Division board will provide the agenda and other necessary information as soon as it becomes available. Submit the final copy to the Illinois Division board and parliamentarian prior to printing.

Registration/Credentials Committee Responsibilities

- Prepare the registration form, which is to be approved by the Illinois Division board. Registration and cancellation deadlines, full and partial fees and late fees will be established by the Illinois Division board and included on the registration form.
- The registration materials will include a registration form, tentative agenda, hotel reservation information, directions to the meeting site, tour information (as applicable) and any other information required to complete the registration.
- Prepare name badges for registered participants, to include name, badge number, status, and chapter and business affiliation.
- Prepare an attendance list, showing members by chapter, indicating their status as delegate, alternate or first-timer, and including company name.
- Compile attendee packets to include the official program; name badge; function tickets (if needed), attendance list, Professional Enrichment Program flier, host chapter gift (optional), and any other inclusions as approved by the Illinois Division board.
- Maintain a registration desk, located in a convenient area during hours designated by the Illinois Division board. Extra registration packets should be available for late registrants.
- Prepare check-in forms for attendees.
- Check-in delegates and alternates.
- Provide sergeant at arms and teller committee attendance numbers for report at business session and for voting tabulation.
- Prepare tickets for specific functions, if necessary.

Hospitality Committee Responsibilities

- Serve as hosts and furnish transportation to and from the airport or train station for speakers and special guests during the annual meeting. One host should be assigned to each person.
- Maintain a hospitality room to be used for messages, lost and found, etc. The times the hospitality room will be open will be determined by the Illinois Division board, but it is not open during business sessions.
- Determine the chapter identification to be used during the annual meeting so that host chapter members can be easily and readily recognized. Identification information will be provided to the Illinois Division board prior to the meeting.

Open House Committee Responsibilities

- Plan the open house, which is intended to be a networking function. The committee establishes a theme, plans refreshments and entertainment (optional), and supervises activities at the open house.

Sergeant-at-Arms/Pages Committee Responsibilities

- The sergeant-at-arms will give the count of delegates/alternates at the podium. The list is received from the registration committee showing names, chapters and badge numbers. The sergeant-at-arms will furnish forms for reporting to the membership.
- Assign pages to be available to direct attendees to designated seating sections. Pages are to be available to transmit messages for delegates and alternates during business sessions.
- Identify pages with a “page” sash.
- Prepare brightly colored “page” cards, to be available at the head table and delegate and alternate tables.
- Collect sashes and page cards at the close of the annual meeting and return them to the host chapter coordinator for return to the Illinois Division general chairman.

Luncheon Committee Responsibilities

- Arrange for the Saturday luncheon.
- Recommend a menu and submit it to the Illinois Division board for approval. This may be considered a networking function and arrangements could be made for assigned seating. Any special seating will be determined by the Illinois Division board.

Banquet Committee Responsibilities

- Recommend a menu and submit it to the Illinois Division board for approval. Make arrangements for a raised platform with steps to be available for the installation of Illinois Division officers.
- Arrange for the banquet entertainment (optional) with the approval of the Illinois Division board.

Sunday Brunch Committee Responsibilities

- Make arrangements for the Sunday morning brunch.
- Recommend a brunch menu and submit to the Illinois Division board for approval. The Illinois Division board will select the speaker from recommendations provided by the host chapter.

Decorations Committee Responsibilities

- Plan decorations as necessary for all meal and entertainment functions.
- Work with the hotel staff to determine allowable decorations and availability of decorations or centerpieces from the hotel.

Miscellaneous Arrangements Committee Responsibilities

- Have IAAP banners available for the head table at all meeting and meal functions. One banner will be provided by the Illinois Division board.
- Arrange for the posting and retiring of colors (U.S. and State of Illinois flags) at the opening and closing business sessions. Representatives from the Boy Scouts or Girl Scouts, the military, the police or fire department, etc., are acceptable, as are IAAP members.
- Check all microphones, lighting and special equipment as specified by the general chairman before each business session and meal event to be sure it is working.
- Provide place cards at the head table at all functions. Names and order of seating will be provided by the general chairman. Place cards should be lettered on both sides with print large enough that the audience can see from the back of the meeting room.
- Line up the head table at the opening business session and for the banquet.
- Arrange any other set-up for the business sessions.
- Coordinate with other committee chairmen where duties or activities may overlap.
- Assist in collection of name badges, evaluation forms, etc. at the end of the annual meeting.

Time Line

Following is a suggested timeline for planning IDAM activities:

Date	Task
Two years before meeting	Host chapter makes tentative arrangements with meeting facility for sleeping and meeting rooms. Host chapter submits bid to Illinois Division board.
Two years before meeting, after bid has been accepted	Host chapter reviews the annual meeting procedures section of the division resource manual available on the Illinois Division website. Confirm arrangements with meeting facility. Identify IDAM coordinator(s). Begin to set-up committees and start preliminary planning. Begin fundraising.
One year before meeting	Host chapter issues invitation at the annual meeting.
July	Host chapter makes hotel reservations (as needed) for Illinois Division board Pre-IDAM Fall planning meeting.
4-8 months prior to IDAM	Select speakers and exhibitors, etc.
August	Illinois Division president updates contract with current contact information.
August through April	IDAM general chair submits meeting announcements to Illinois Division vice president to include in Illinois Division newsletter.
September 15	IDAM general chair provides guidelines to host coordinators on speaker, food and beverage budget and seminar topics.
October 15	Host chapter committee provides reports and tentative budget due to Illinois Division board for review prior to planning meeting.
October or November	Planning meeting with Illinois Division board of directors at IDAM meeting site. Includes committee reports, facility tour & lunch. Generally from 8:30 AM to noon. (Keep in mind that CAP exams are held the first weekend in November.)
January	Final approval from Illinois Division board for registration materials and print registration forms for division members without email addresses.
Three calendar months before IDAM	IDAM general chairman or ID secretary downloads membership lists from international website to obtain contact information of all division members to distribute. Post registration form on ID website and in e-community web group. Distribute to all parties referenced on page 31.
6-8 weeks prior to IDAM	IDAM general chair obtains new members' contact information since membership list was received. E-mail or mail registration materials to those members.
1 month prior to IDAM	Re-confirm speakers, exhibitors, etc.
Thursday afternoon prior to IDAM	Host chapter provides division officers with attendee packets, and checks for any last-minute changes to program or line-up. Host chapter confirms physical arrangements for meeting: Checks registration area to be sure materials are available and area is identified. Checks credentials area to be sure materials are available and area is identified. Checks meeting rooms before each function to be sure all is in place.
Sunday afternoon, following close of business	Host chapter meets with Illinois Division board and incoming IDAM coordinators to transfer as many files as possible.
Within 30 days of IDAM	IDAM general chair sends thank-you letters to all appropriate participants.
Within 60 days of IDAM or June 15 (whichever is earlier)	Submit any and all expenses to Illinois Division general chairman. Forward files to incoming IDAM coordinators or Illinois Division board.

Fall Planning Meeting with Illinois Division Board

A joint meeting of the Illinois Division board and host chapter committee is usually held on a Saturday in October or November at the site of the annual meeting to review plans in place to date.

The host chapter will arrange for hotel rooms (if needed) for the Illinois Division board at this meeting (arriving Friday at noon and departing on Sunday? with late check-out) and a meeting room with a working lunch. The cost of the lunch is to be included in the IDAM budget. It is recommended that the lunch selection be the meal proposed for the Saturday IDAM luncheon.

At this meeting, the host chapter coordinators and committee chairmen and the Illinois Division board will discuss the budget and preliminary plans, establish deadline dates, and tour the facilities. Committee chairmen should be prepared to give a brief report on proposed plans for their area of responsibility. Samples of suggested items and drafts of printed materials should be available for the Illinois Division board's review.

Functions

The following is a guideline for the schedule of IDAM events. The Illinois Division board has final approval.

Friday

Noon – 7:00 pm	Registration/Credentials
Noon – 7:00 pm	Hospitality Suite open
1:00 pm – 4:30 pm	Professional Development Seminar
4:45pm – 5:45 pm	DMAL Meeting
	Chapter President's Meeting (outgoing/incoming)
5:30 pm – 7:00 pm	Dinner on own
7:00 pm – 9:00 pm	Open House with vendors/chapter tables

Saturday

7:00 am – 8:30 am	Registration/Credentials
8:00 am – 8:30 am	Orientation and Parliamentary Briefing
8:30 am – 11:30 am	Opening and Business Session
11:30 am – 12:00 pm	Balloting
11:30 am – 12:00 pm	Hospitality Suite open
12:00 pm – 1:30 pm	Networking Luncheon
1:30 pm – 5:00 pm	Seminars
5:30 pm – 6:30 pm	Social Time
6:30 pm	Banquet, Awards/Recognitions, Installation of Officers, Outgoing and Incoming President Speeches, Passing of Gavel, Meet/Greet Incoming Board Members
	Post-banquet Networking Party

Sunday

7:45 am – 8:30 am	Breakfast Buffet
8:30 am – 9:30 am	Speaker
9:45 am – 11:45 am	Chapter Brainstorming and/or Leadership Conference
11:45 am – 12:15 pm	Closing Session
1:00	Post IDAM Briefing

Registration Materials

The IDAM registration materials should include the following items:

- Registration fees for members, non-members or guests, and students.
- Full registration (Friday, Saturday & Sunday).
 - Single event registration fees:
 - Friday seminar.
 - Open House.
 - Saturday morning business session.
 - Saturday luncheon.
 - Saturday afternoon business session.
 - Banquet.
 - Sunday brunch & keynote speaker.
 - Sunday closing business session.
 - Trips or tours (if scheduled).
 - Charges for late registration.
- Deadlines for early registration and registration cut-off.
- Name of payee for all registration monies (“ IL Division, Inc. of IAAP”).
- Name and mailing address of person receiving registrations.
- Biographical information on keynote speakers.
- Description of any optional trips or tours.
- Highlights of the annual meeting program, including a description of seminars or educational opportunities to be offered.
- Hotel reservation and accommodation information.
- Map and directions to the meeting site.
- Spaces for registrants to provide:
 - Name, address, telephone numbers, e-mail address.
 - Delegate or alternate status.
 - First time attendee status.
 - CAP designations, re-certification and year re-certified.
 - International or division officer status (international officer, international committee chairman, past international officer, , past division officer, division committee chairman).

The draft of the registration form should be submitted to the Illinois Division board no later than four months before IDAM for review and approval.

Registration materials should be sent to all division members and members-at-large no later than three calendar months before IDAM. Three and a half months before IDAM, the general chairman or Illinois Division secretary will download chapter membership lists from the IAAP website to produce an e-mail distribution list for those members who have provided e-mail addresses, and produce mailing labels for those that do not. E-mailed registration forms should be sent as blind carbon copies. In addition to division members, the registration materials should be sent to the following:

- International Executive Director
- International Board
- International Communications Manager
- Great Lakes District Director
- All Division Presidents in the Great Lakes District

Registration monies should be sent to the Illinois Division treasurer at least weekly as registrations are received, along with a report detailing the name of the registrant and a breakdown of the funds received. Endorse checks with the deposit stamp prior to mailing.

Registration/Credentials Desk

The host chapter is responsible for staffing the registration and credentials desks. Hours will be determined by the host chapter and division board, but recommended hours are Friday from Noon to 7:00 pm, Saturday from 7:00 am to 8:30 am.

As each attendee checks in, he or she shall receive an attendee packet containing (but not limited to):

- Name badge
- Official program and meeting agenda
- Meal tickets, if needed
- Attendee list
- Sponsor acknowledgements
- Illinois Division board and committee annual reports
- Information concerning church services and locations (this can also be made available in the hospitality suite)
- Evaluation form, prepared by the IDAM general chairman
- Chapter gift (optional)

Name badges should indicate the attendee's:

- Full name
- Preferred first name
- Company affiliation
- Chapter or Division Member-at-Large affiliation
- Delegate or alternate number
- CAP designation
- Division officers and committee chairmen badges should also include the office held
- Guest badges should state "Guest"

All name badges should be numbered for reference, using the following guide:

Numbers:

- 1 to 5 – Illinois Division Board of Directors
- 6 – Illinois Division Parliamentarian
- 7 to 10 – International Personnel
- 11 to 50 – Chapter Delegates and Alternates
- 51 to 100 – Illinois Division Committee personnel
- 101 and above – all other members, speakers and guests

Letters:

- A = Chapter Alternate
- C = Illinois Division Committee personnel
- D = Chapter Delegates and Illinois Division Board members
- G = Guest
- M = Member
- S = Speaker

Note that chapter delegates and alternates should have the same badge number, being distinguished by the letter D or A for delegate or alternate.

The credentials committee is part of the registration committee and checks the credentials of the delegates and alternates attending the annual meeting. The credentials committee will be required to make a report during the business session on the number of delegates and alternates attending. The Illinois Division president will provide the appropriate materials for this report.

Trips & Tours

If the host chapter wishes to offer trips or tours of local attractions, all profit or losses from these events would go to the host chapter. Trips or tours may be offered on Friday or after the close of the Sunday business session.

Hospitality Suite

The hospitality suite is intended to be a room where members can come to get answers to questions, check for messages, relax and meet other members. The Hospitality Committee should provide snacks and beverages, aspirin, Band-Aids, needle and thread, and other similar items for the members' convenience.

If a silent auction is held, items may be on display in the hospitality suite.

Professional Development Seminar

At the option of the Illinois Division certification committee and with the approval of the Illinois Division board, an optional professional development seminar may be offered on Friday afternoon.

Open House

The Open House is generally held from 7:00 pm to 9:00 pm on Friday evening of the annual meeting and is an opportunity for members and guests to socialize and meet the candidates for Illinois Division board positions.

The host chapter may choose to hold a fund-raising event at the open house and will be responsible for planning and conducting those events. The host chapter may also charge for rental of chapter fund-raising tables or for outside vendor displays at the Friday Open House. All expenses and profits/losses from these events will accrue to the host chapter.

Opening Business Session (Saturday morning)

Proceedings:

- Call to order
- Inspirational Message
- Presentation of Colors
- National Anthem – The host chapter may decide whether the anthem is to be sung by the assembly or by a soloist, and makes the necessary arrangements.
- Welcomes:
 - Host Chapter President
 - Mayor, Head of Convention & Visitors' Bureau, or other appropriate party
 - Hotel representative

Equipment and Facilities:

- IAAP Banner (2) – The Illinois Division president will provide one banner and the host chapter will provide a second banner. One is to be displayed at the podium in the meeting room, and the other in any special event rooms.
- Timer – The Illinois Division vice president will provide a timer.
- Lecterns (2) with microphone at the head table.
- Lavalier microphone.
- Presentation screen.
- LCD projector.
- Audio speakers (if needed).
- At least one floor microphone.
- The head table should be skirted and on risers.
- Flags – The United States flag will be displayed. The state flag of Illinois is optional.
- Ice water and glasses on the head table and tables for delegates and alternates.
- Table cards on the head table, printed on both sides so that they can be read from the audience, displaying the name and position of the persons at the head table. This is the responsibility of the miscellaneous arrangements committee.

Seating Arrangements for Delegates and Alternates:

Classroom style seating is preferred for at least the delegates and alternates, and for the other attendees as space allows. Seating should be reserved at the front of the room for the delegates, with reserved seating as close as possible to this section for the alternates.

Credentials:

Delegates and alternates are to check in prior to the start of each business session. The sergeant-at-arms/pages Committee should provide a table near the entrance of the meeting room and check in each delegate and alternate.

Tellers:

The Illinois Division president will appoint tellers (generally three) and announce the appointment during the Saturday morning business session. Tellers will be responsible for preparing the ballot forms for the election of officers, monitoring the voting, tabulating the ballots and reporting the results to the assembly during the Saturday afternoon business session.

Balloting

Balloting for Illinois Division officers is conducted at the close of the Saturday morning business session and prior to the luncheon. If a second ballot is necessary, it will be conducted following the luncheon.

Balloting should be conducted at a table convenient to the meeting location, but out of the general flow of traffic.

Recognition/Networking Luncheon

Since this is an opportunity for members to network and meet new people, it is recommended that attendees be randomly assigned to tables to encourage mixing. For example, the host chapter may have attendees draw numbers when they enter the room, which correspond to table numbers.

Afternoon Business Session/Speakers

Seating arrangements for the Saturday afternoon business session/speaker are the same as the morning session. The Illinois Division board, delegates and alternates are again expected to check in with the sergeant-at-arms at the start of the session.

Banquet and Installation of Officers

Proceedings:

- Introduction of head table (incoming and outgoing Illinois Division board, host chapter coordinators).
- Introductions of guests of the head table.
- Dinner.
- Entertainment (optional).
- Awards/Recognitions.
- Outgoing president's address.
- Installation of officers.
- Incoming president's address.
- Officer reception or entertainment.

A social time may be offered prior to the banquet, not to exceed an hour. A cash bar should be available, either inside or directly outside the banquet room. Music during this time is optional.

Note that presentation of gifts to incoming or outgoing division officers should not be done during the installation ceremony at the banquet.

Equipment and Facilities:

- Head table, skirted and on risers with steps on each end.
- Lectern with microphone on the head table.
- Place cards on the head table, printed on both sides so that they can be read from the audience and by those seated at the head table.
- Riser with steps for the installation ceremony.
- Round tables of 8 or 10 for members and guests.
- Program (optional).

Seating should be reserved for guests of the current and incoming division presidents' guests, any international personnel in attendance, any guests from other divisions and past Illinois Division presidents. The IDAM general chairman will provide the seating order at the head table.

The installing officer is selected by the president-elect.

Entertainment is optional and may be arranged to follow the meal or after the banquet. All entertainment selections must be approved by the Illinois Division board.

Memorial Display of Omega Chapter Members

A memorial display may be set up in the hospitality suite or other location at the hotel to honor those chapter members who have died in the past year (joined the Omega Chapter). The Illinois Division president will request names from chapter presidents prior to the annual meeting and provide them to the host chapter.

Brunch, Speaker, Chapter Brainstorming and/or Leadership Conference and Closing Business Session (Sunday morning)

Proceedings:

- Buffet brunch.
- Keynote speaker.
- Closing business session.

Equipment and Facilities:

- IAAP Banner (2) – The Illinois Division president will provide one banner and the host chapter will provide a second banner. One is to be displayed at the podium in the meeting room, and the other in any special event rooms.
- Timer – The Illinois Division vice president will provide a timer.
- Lecterns (2) with microphone at the head table.
- Lavalier microphone.
- Presentation screen.
- LCD projector.
- Audio speakers (if needed).
- At least one floor microphone.
- Head table, skirted and on risers with steps on each end.
- Round tables of 8 for members and guests.
- Table cards on the head table, printed on both sides so that they can be read from the audience, displaying the name and position of the persons at the head table. This is the responsibility of the miscellaneous arrangements committee.

ILLINOIS DIVISION PROFESSIONAL ENRICHMENT PROGRAM PROCEDURES

Purpose

The purpose of the Illinois Division Professional Enrichment Program (PEP) is to provide a professional enrichment opportunity to Illinois Division members and other administrative professionals. PEP is generally held on a weekend in late summer or early fall, the exact time and place to be selected two years in advance of each meeting by a majority vote of the delegates at the annual meeting. In past years, the format of the PEP has been a weekend retreat, but most recently has been a full day seminar format.

The host chapter is the arranger for the meeting, but **all** plans, arrangements, and contracts must be approved by the Illinois Division board of directors. If there is no host chapter, the Illinois Division board of directors will designate the time and place of PEP and coordinate the meeting.

General Information

Accommodations

The host committee should reserve a suite for the division officers beginning at noon the Friday prior to PEP, with late check-out on Saturday. If the hotel provides any complimentary or discounted rooms, these should be reserved for the Illinois Division board.

PEP General Chair

The Illinois Division vice president will be the PEP general chair. The general chair will be the primary contact for the host chapter coordinator(s) and host chapter committee. It will be the responsibility of the host chapter coordinator to ensure that the general chair receives copies of all correspondence and minutes from meetings of the host chapter committee.

Contracts

All contracts are to be signed by the Illinois Division president.

Files

It is recommended that any files, binders, supplies or other materials ready to be turned over to the host committee chair be transferred following the close of PEP.

Finance

All checks must be signed by the Illinois Division treasurer and either the Illinois Division president or president-elect.

Host Chapter Coordinators

The host chapter coordinator(s) should be selected by the host chapter board of directors within 30 days following the selection of the site for PEP. It is strongly recommended that the member(s) selected to serve as coordinator have attended at least one of the last two PEP programs prior to appointment.

International Officers

If an international officer or any headquarters staff member will attend PEP, the host chapter should provide transportation to and from the airport for these guests.

Speakers

All speakers should have a message that is applicable to the administrative profession and in keeping with the image of a professional association. The Illinois Division board will give final approval on all speakers and their costs.

The speakers will be asked to provide bios to be used for registration materials and introducing speakers.

Tables

No special seating is needed for the Illinois Division board at PEP. Seating for attendees may be classroom style or at round tables, depending on the size of the room and the design of the program. Water pitchers and glasses should be on all tables.

Bids and Invitation

If a chapter wishes to host PEP, a notice of the chapter's intent to bid for the meeting must be submitted in writing to the Illinois Division president by March 15 the year before the event. The letter must be signed by the chapter president, and must include the name and location of the proposed site, a confirmation that the site has adequate facilities (including separate meeting and dining rooms) and the proposed dates.

If a chapter bid has not been received two years in advance, the division will select a site. The nearest chapter in proximity may be offered the opportunity to host the Friday night fundraiser and asked to staff the Saturday PEP registration table.

When selecting a site, the following facilities will be needed:

- Sleeping rooms (double occupancy) (approximately 20)
- Suite for the Friday afternoon and evening Illinois Division board meeting.
- Registration area on Friday and Saturday
- A welcome event on Friday evening (optional-choice of hosting chapter)
- Saturday program
- Saturday luncheon

After the bid has been approved by the Illinois Division board, it is presented to the delegates at the annual meeting during the year of the actual event. An invitation is presented to attend at the IDAM prior to the PEP by the host chapter. The presentation should be limited to three to five minutes. A copy of the script is to be provided to the Illinois Division president and general chairman at least 30 days in advance of the annual meeting.

Responsibilities

Illinois Division Board

- Select speaker topics and speakers. Host chapter will be asked to make speaker recommendations from the area.
- Review and approve all contracts, expenses, proposed speakers and events.
- Establish meeting registration for professional member and non-member and for students, based on cost and attendance estimates from the host chapter committee.
- Provide a tentative agenda for inclusion in the Illinois Division newsletter and the registration form.
- Determine eligibility for registration refund requests and return refunds to members.
- (Vice president) Make room reservations for speakers and international officers (if any) for PEP.
- (Vice president) Prepare an evaluation form, provide sufficient copies for attendees, and publish a summary of results.
- (Treasurer) Deposit all money received and make payment for all expenses.
- (Treasurer) Provide a final financial statement of the PEP receipts and expenses to the host chapter registration chairman.
- Confirm in writing the tentative agreement with the hotel or meeting site as soon as the host chapter receives acceptance of the bid for PEP.

Host Chapter Coordinator Responsibilities

- Recommend for Illinois Division board approval the registration costs, suggested speakers, and any other meeting plans.
- Supervise and direct the plans and duties of the host chapter committees, subject to approval by the host chapter board.
- Keep the division general chair informed of all plans.
- Maintain a file of all pertinent data for the PEP, which will be transferred to the Illinois Division general chair as soon as possible after the close of the event.
- Make arrangements for the spring planning meeting with the Illinois Division board at the site of the PEP, to include a tour of the facilities.

Budget

General Information

- The tax ID number for the Illinois Division is 51-0245970 and should be printed on the registration form.
- All checks should be made payable to “IL Division, Inc. of IAAP.” An endorsement stamp has been provided for the Host Committee’s use.
- The Illinois Division treasurer handles receipt and disbursement of all funds. The host chapter coordinators will maintain the PEP financial records.
- An Illinois Division expense voucher will be used for all expenses. An electronic copy can be obtained from the Illinois Division treasurer or on the ID website; all vouchers are to be signed by the Illinois Division general chair.
- Any income generated by the host chapter from raffles, trips and tours, or vendor tables during the evening activity prior to the seminar will be part of the host chapter’s treasury, not the PEP budget.
- Any income generated from sponsors is to go to the PEP budget.

Budget Preparation

The following information outlines items to be considered in budgeting. A proposed budget is to be submitted for Illinois Division board approval at the spring planning meeting. The board will review the budget and make recommendations for any suggested changes. Registration fees to be charged must be approved by the Illinois Division board prior to mailing of any announcements or registration materials that include charges.

The following items should be taken into consideration when preparing the budget:

- Registration fees are waived for Illinois Division officers and host chapter coordinator(s). This does not include any optional events, such as the Friday social evening or trips or tours.
- Registration fees for host chapter committee members may be reduced, the amount to be determined by the Illinois Division board.
- Meal prices should include taxes and tips, but it is recommended that a round dollar figure for each meal be negotiated.
- Any complimentary rooms received from the hotel for holding the PEP will be given to the Illinois Division board.
- Illinois Division will determine if profits of Saturday PEP will be shared with host committee.

Potential Income and Expenses to Be Included in the PEP Budget

INCOME

Registrations (\$_____)

Procurement/Donations

EXPENSES

Procurement

Postage
Printing
Mailing materials
Other

Publicity

Postage
Other

Registration

Mailing labels
Postage
Printing
Name Badges
Mailing materials
Registration folders/envelopes
Other

Program

Printing
Posters
Binders

Luncheon

Food
AV equipment & setup

Other Expenses

Coordinator and General Chair expenses
White boards
Headquarters staff Expense
Joint Meetings expenses
Bellman tips

Suggested PEP Committees

PEP committees will be formed as soon as possible from the members of the host chapter and approved by the host chapter board. Following host chapter board approval, the host chapter coordinator will provide to the general chairman a listing of committee chairmen and members, along with the addresses, telephone numbers, and e-mail addresses of the committee chairmen. It is up to the host chapter committee to establish the appropriate committees. Some suggested committees include food service, miscellaneous arrangements, procurement, program/publicity and registration/finance.

Each committee is to prepare a written report outlining its specific plans, including expenses, in advance of the spring planning meeting with the Illinois Division board.

Food Service Committee Responsibilities

- Determine the type of refreshments or meals to be offered. This could include a continental breakfast prior to the start of the program and a lunch.
- Determine the location of the meals, catering arrangements, menu selections, room set-up and cost, subject to approval by the Illinois Division board.

Procurement Committee Responsibilities

- Solicit corporate donations of funds or materials. (Be sure to be clear that IAAP is a non-profit organization but that contributions are **not** tax deductible.) Send thank-you letters for funds or materials received.
- Determine any optional materials (“welcome bag” items) that are to be requested and the manner of distribution of all materials received.
- Provide an acknowledgement list of contributors for inclusion in the official program.

Publicity Committee Responsibilities

- Handle all media coverage. Announcements to newspapers and news services should include the name of the association; the type of function; the time and purpose of the meeting; the names and information of speakers and special guests; and any other pertinent information available.
- News releases are to be approved by the Illinois Division board.
- Supply clippings of any publicity to the Illinois Division board.

Registration/Finance Committee Responsibilities

- Design the flier to be used to announce the tentative meeting agenda and other pertinent information as established by the Illinois Division board. A draft is to be presented prior to the spring meeting for Illinois Division board approval. The flier will be distributed at that year’s IDAM and included in the June/July issue of the Illinois Division newsletter.
- Prepare the registration form, which is to be approved by the Illinois Division board. Registration and cancellation deadlines, full and partial fees and late fees will be established by the Illinois Division board and included on the registration form.
- Mail or e-mail the registration materials to all Illinois Division members and members at large, Great Lakes District Director and division presidents of the Great Lakes District. The registration materials will include a registration form, tentative agenda, hotel reservation information, directions to the meeting site, tour information (as applicable) and any other information required to complete the registration.
- Prepare name badges for registered participants, to include name, status, and chapter and business affiliation.
- Prepare an attendance list, showing members by chapter.
- Prepare attendee packets to include the program; speaker materials (if needed); name badge; attendance list; and any other inclusions as approved by the Illinois Division board.
- Maintain a registration desk, located in a convenient area during hours designated by the Illinois Division board. Extra registration packets should be available for late registrants.
- Forward requests for refund of registration fees to the Illinois Division treasurer.

Luncheon Committee Responsibilities

- Arrange for the luncheon.
- Recommend a menu and submit it to the Illinois Division board for approval.

Miscellaneous Arrangements Committee Responsibilities

- Have IAAP banners available during the seminar and meal functions. One banner will be provided by the Illinois Division board.
- Check all microphones, lighting and special equipment as specified by the general chairman before each seminar session and meal event to be sure it is working.
- Determine what will be used to identify members of the host chapter.

Time Line

Following is a suggested timeline for planning PEP activities:

Date	Task
By March 15 of prior year	Host chapter makes tentative arrangements with meeting facility for sleeping and meeting rooms. Host chapter submits bid to Illinois Division board.
After bid has been accepted	Host chapter obtains the PEP Procedures section of the division resource manual from the Illinois Division website. Confirm arrangements with meeting facility. Identify PEP coordinator(s). Begin to set-up committees and start preliminary planning. Begin fundraising.
No later than 1 year prior	Illinois Division president signs contract with meeting facility.
January	Host chapter makes hotel reservations (as needed) for Illinois Division board for spring planning meeting.
January through September	Confirm speakers, exhibitors, etc.
February	Host chapter committee reports and tentative budget due to ID Board for review prior to planning meeting.
Spring weekend	Planning meeting with Illinois Division board of directors at the PEP meeting site. Includes committee reports, facility tour & lunch. Generally from 8:30 AM to Noon.
IDAM prior to PEP	Host chapter issues invitation at IDAM.
May	PEP general chair submits meeting announcements to Illinois Division vice president to include in Illinois Division newsletter.
June	Host chapter gets final approval from Illinois Division board for registration materials and print registration forms.
8-10 weeks before PEP	General chairman or Illinois Division secretary will download chapter membership lists from the IAAP website to produce an e-mail distribution list for those members who have provided e-mail addresses, and produce mailing labels for those that do not. E-mailed registration forms should be sent as blind carbon copies. Distribute to all parties referenced on page 46.
6-8 weeks prior to PEP	Illinois Division secretary will E-mail and/or mail registration materials (Dependent upon actual event date).
1 month prior to PEP	PEP general chair contacts Illinois Division secretary for any new members' names and addresses since membership list was received.
Friday afternoon prior to PEP	Host chapter provides division officers with attendee materials and checks for any last-minute changes to program or line-up. Host chapter confirms physical arrangements for meeting: Checks registration area to be sure materials are available and area is identified. Checks meeting rooms to be sure all is in place.
Saturday afternoon, following close of PEP	Host chapter transfer as many files as possible to next year's PEP host chapter.
Within 30 days of PEP	PEP general chair sends thank-you letters to all appropriate participants.
Within 60 days of PEP	Host chapter submits financial report to Illinois Division general chairman and treasurer. Forward files to incoming PEP coordinator(s).

Spring Planning Meeting with Illinois Division Board

A joint meeting of the Illinois Division board and host chapter committee is usually held a weekend in spring at the site of the PEP to review plans in place to date. The host chapter will arrange for hotel rooms (if needed) for the Illinois Division board at this meeting (arriving Friday at noon and departing on Saturday with late check-out) and a meeting room with a working lunch. The cost of the lunch is to be included in the PEP budget. It is recommended that the lunch selection be the meal proposed for the Saturday PEP luncheon.

At this meeting, the host chapter coordinators and committee chairmen and the Illinois Division board will discuss the budget and preliminary plans, establish deadline dates, and tour the facilities. Committee chairmen should be prepared to give a brief report on proposed plans for their area of responsibility. Samples of suggested items and drafts of printed materials should be available for the Illinois Division board's review.

Functions

The following is a guideline for the schedule of PEP events. The Illinois Division board has final approval.

Friday

Trips and Tours (optional)

3:00 pm – 6:00 pm Registration

6:00 pm – 9:00 pm Social Evening/Fundraising Event (optional)

Saturday

7:00 am – 8:00 am Registration

7:30 am – 8:00 am Continental breakfast

8:00 am – 3:30 pm Program with lunch break at 12:00 noon

Registration Materials

The PEP registration materials should include the following information:

- Registration fees for members, non-members or guests, and students.
- Deadlines for early registration and registration cut-off.
- Name of payee for all registration monies (“ IL Division, Inc. of IAAP”).
- Name and mailing address of person receiving registrations.
- Biographical information on speakers.
- Description of any optional trips or tours or social evening preceding the seminar.
- Hotel reservation and accommodation information.
- Map and directions to the meeting site.
- Spaces for registrants to provide:
 - Name, address, telephone numbers, e-mail address.
 - CAP designations.
 - First time attendees

The draft of the registration form should be submitted to the Illinois Division board three months prior to PEP for review and approval.

Registration materials should be sent to all division members and members-at-large no later than 45 days prior to the PEP date. Ten weeks prior to PEP, the general chairman or Illinois Division secretary will download chapter membership lists from the IAAP website to produce an e-mail distribution list for those members who have provided e-mail addresses, and produce mailing labels for those that do not. E-mailed registration forms should be sent as blind carbon copies. In addition to division members, the registration materials should be sent to the following:

- International Executive Director
- International Board
- International Communications Manager
- Great Lakes District Director
- All division presidents in the Great Lakes District

Registration monies should be sent to the Illinois Division treasurer at least weekly as registrations are received, along with a report detailing the name of the registrant and a breakdown of the funds received. Endorse checks with the deposit stamp prior to mailing.

Registration Desk

The host or designated chapter is responsible for staffing the registration desks. Hours will be determined by the division board, but recommended hours are Friday from 3:00 pm to 6:00 pm and Saturday from 7:00 am to 8:00 am.

As each attendee checks in, he or she shall receive an attendee packet containing (but not limited to):

- Name badge.
- Official program and meeting agenda.
- Attendee list.
- Sponsor acknowledgements.
- Evaluation form, prepared by the PEP general chairman.
- Chapter gift (optional).

Name badges should indicate the attendee's:

- Full name.
- Preferred first name.
- Company affiliation.
- Chapter or Member-at-Large affiliation.
- CAP designation.
- Division officers and committee chairmen badges should also include the office held.
- Guest badges should state "Guest".

Trips & Tours

If the host chapter wishes to offer trips or tours of local attractions, all profit or losses from these events would go to the host chapter. Trips or tours may be offered on Friday afternoon.

Open House/Welcome Event

The host chapter may wish to hold an open house or welcome event on Friday evening prior to the PEP as an opportunity for members and guest to socialize. Suggested times are from 6:00 to 9:00 pm.

The host chapter may choose to hold a fund-raising event at the welcome event and will be responsible for planning and conducting those events. All expenses and profits/losses from these events will accrue to the host chapter.

Saturday Program

Proceedings:

- Welcomes from host chapter and Illinois Division president.
- Introductions.
- Morning seminar.
- Lunch.
- Afternoon seminar.

Equipment and facilities:

- IAAP banner (2) – The Illinois Division board will provide one banner and the host chapter will provide a second banner. One is to be displayed at the podium in the meeting room, and the other in the luncheon room.
- Lectern with microphone.
- Lavalier microphone.
- Presentation screen.
- LCD projector.
- Audio speakers (if needed).
- Floor microphone, if requested by the speaker.
- Ice water and glasses on all tables.

Seating Arrangements:

Classroom-style or round table seating may be used, depending on the preference of the speakers and the space limitations in the meeting room.

Luncheon

Since this is an opportunity for members to network and meet new people, it is recommended that attendees be randomly assigned to tables to encourage mixing. For example, the host chapter may have attendees draw numbers when they enter the room, which correspond to table numbers.

WORKING STATEMENTS

Illinois Division Board of Directors and Committees

The following working statements are intended to be a “job description” for each of the Illinois Division officer positions and for each of the division committees. Specific procedures can be found in the officer or committee files. Officers and committee chairmen will also be glad to answer any questions members have about these positions.

President

- Fulfill the duties of the President as prescribed in the Illinois Division Bylaws and Standing Rules (Article III, Section 5. A).
- Serve as the official representative (delegate) of the Illinois Division. When unable to do so, the board of directors is to appoint another officer.
- Prepare agendas for and attend all board of directors meetings, requesting input from all officers. There are at least five board meetings throughout the term, with an interim meeting possible at the International Education Forum and Annual Meeting.
- Prepare the official script for the Illinois Division Annual Meeting (IDAM) with the assistance of the Illinois Division president-elect and parliamentarian.
- Assist with editing of all publications of the host chapters for IDAM and the Professional Enrichment Program (PEP); prepare recognition certificates as required; prepare thank you letters for selected participants.
- Prepare a president’s message for publication in each issue of the Illinois Division newsletter (IDN) and provide the vice president with deadlines and special announcements from international headquarters or the Great Lakes District Director.
- Approve and forward to the Great Lakes District Director requests to form new regular or student chapters and any other requested reports. Deadlines must be strictly adhered to.
- Prepare the division committee request to serve form for publication in the December/January and February/March issues of the Illinois Division newsletter. Ensure that division committee chairmen receive all appropriate releases from international headquarters and international committees, with copies to the corresponding Illinois Division board contact.
- Prepare the directory listing for incoming division officers and committee chairpersons for submission to international headquarters by July 1, with copies to Illinois Division officers. Forward copies of chapter officer lists and chapter committee lists to Illinois Division officers upon receipt.
- Prepare notes and an agenda for the division connection during the International Education Forum and Annual Meeting.
- Prepare a written delegate’s report for publication in the IDN.
- Participate in PEP as required. Prepare participation certificates as required and send thank you letters for selected participants.
- Prepare a written report for IDAM.
- As board contact, communicate with chapters, committees and Division Members-at-Large as previously established for all Illinois Division board members. Make at least one visit to each assigned chapter during the year in accordance with Board Policies. Communicate with Illinois Division officers on a regular basis.
- Attend the IAAP International Education Forum and Annual Meeting as division delegate.
- Maintain the division resource manual, and keep all records and files up-to-date.
- Obtain a banner for newly installed chapters in the division.

- Attend EFAM as delegate for Illinois Division.
- Serve as board contact and make at least one visit to each assigned chapter during the year.
- Serve as board contact to assigned division committees.

President-Elect

- Fulfill the duties as prescribed in the Illinois Division Bylaws and Standing Rules (Article III, Section 5.B, and Illinois Division Standing Rules, Section 3, c and d).
- Succeed to the office of president in the event of a vacancy in that office, and at the end of the president-elect's regular term of office.
- Attend all regularly-scheduled Illinois Division board of director meetings.
- Prepare an annual report for IDAM.
- Serve as board contact and make at least one visit to each assigned chapter during the year.
- Serve as board contact to assigned division committees.
- By April, begin the process of securing chairmen and members for all committees for the upcoming year.
- Maintain in files a current copy of the division resource manual. Serve as general chairman of the Illinois Division Annual Meeting (IDAM). Thoroughly read and understand the procedures as outlined in the division resource manual. Serve as liaison between the host chapter and the Illinois Division board, and conduct the IDAM host chapter planning meeting. Prior to IDAM, prepare script inserts, seating charts, table tents and evaluation form. Post-IDAM, send secretary all materials (in original format) by July 1.
- Procure past officer pins, certificates and gifts as required.
- Attend the IAAP International Education Forum and Annual Meeting as division alternate.
- Attend the spring IAAP Incoming Division President's Conference.

Vice President

- Carry out the duties and responsibilities as required by the Illinois Division Bylaws and Standing rules (Article III, Section 5.C) and as directed by the Illinois Division board of directors.
- Serve as general chairman of the Professional Enrichment Program (PEP). Thoroughly understand the procedures as outlined in the division resource manual. Serve as liaison between the host chapter and the board of directors. Process the request for recertification points and compile evaluations following the PEP. Post-PEP submit all PEP materials to secretary (in original format) by one month after program.
- Compile and edit the Illinois Division newsletter (IDN), the number of issues to be determined by the board of directors. Mail or e-mail issues of the Illinois Division newsletter (IDN) to current division officers, chapter presidents, members-at-large, the international board of directors and division presidents in the Great Lakes District. Submit all copies of IDN to secretary by July first for historical files.
- Succeed to the office of the president-elect in the event of a vacancy in that office.
- Attend all regularly-scheduled meetings of the board of directors.
- Prepare an annual report for IDAM.
- Serve as board contact and make at least one visit to each assigned chapter during the year.
- Serve as board contact to assigned division committees.

Secretary

- Carry out the duties and responsibilities as required by the Illinois Division Bylaws and Standing Rules (Article III, Section 5.D) and as directed by the Illinois Division board of directors.
- Serve as board contact and make at least one visit to each assigned chapter during the year.
- Serve as board contact to assigned division committees.
- Attend all meetings of the Illinois Division board of directors and keep an accurate record of the proceedings. Provide minutes of meetings to the board within two weeks of each meeting.
- Record the minutes of the annual meeting and distribute the minutes in accordance with Illinois Division Bylaws and Standing Rules (Article III, Section 5.D.3).
- Preserve all records of value and the Illinois Division history as outlined in the Illinois Division Bylaws and Standing Rules and the IAAP records retention guidelines.
- Update the division resource manual and provide to current division officers, chapter presidents and members-at-large.
- Conduct the correspondence of the division as directed by the board of directors.
- Following the International Annual Meeting and Education Forum, send letters of congratulation to newly-elected international officers, Great Lakes District division presidents, and Great Lakes District members appointed to international committees.
- Send “best wishes” letters to Great Lakes District division presidents in advance of the division annual meetings. Request the same from GLD division presidents in advance of the Illinois Division Annual Meeting.
- Send out invitations to PEP and IDAM to all members via email or mailing for those without email addresses.
- Update and maintain a supply of the Illinois Division brochures, outlining the benefits of membership in the division, and all appropriate international brochures.
- Prepare a written report for IDAM.

Treasurer

- Carry out the duties and responsibilities as required by the Illinois Division Bylaws and Standing rules (Article III, Section 5.E) and as directed by the Illinois Division board of directors.
- Serve as board contact and make at least one visit to each assigned chapter during the year.
- Serve as board contact assigned division committees.
- Maintain custody of all division funds.
- Maintain a checking and savings account in an accredited financial institution.
- Make sure bonding is current for Illinois Division president, president-elect, and treasurer in an amount prescribed by the division board of directors, the premium to be paid from division funds.
- Receive all dues payments from IAAP headquarters and from division chapters and deposit monies promptly.
- Receive registration fees for the Illinois Division Annual Meeting, Professional Enrichment Program, Leadership Workshops or any other division functions, and disburse funds for these events upon receipt of properly approved expense vouchers.
- Maintain accurate records of all deposits and disbursements and prepare monthly financial reports, including a statement of condition, budget comparison and report of checks written, for presentation to the Illinois Division board and finance committee.
- Attend all regular and special meetings of the board of directors.
- Keep an accurate record of division membership based on information received from IAAP Headquarters.
- Prepare a proposed budget for the upcoming year, for approval by the Illinois Division board at the meeting immediately following the close of the annual meeting.

- Order name badges for incoming board members.
- Within 45 days of the close of business on June 30, present books and records for a financial review as soon as they are available. The Illinois Division board will share the report with the Illinois Division membership. At the close of business on June 30, inform the bank of any change in division officers and complete new signature cards for the checking and savings accounts to reflect new authorized signers on the accounts.
- As soon as possible after the close of business on June 30, forward all files to the incoming treasurer.
- File Federal tax returns if division gross receipts exceed \$25,000 during the annual reporting period.
- Prepare a written report for IDAM.

Division Member-at-Large Liaison

The Division Member-at-Large Liaison is the connection between the division members-at-large and the Illinois Division board. It is the responsibility of the liaison to communicate with the division members-at-large throughout the year and assist them with any questions or concerns they might have. It is also the responsibility of the liaison to present any questions or concerns from the division members-at-large to the Illinois Division board.

- At the beginning of each IAAP association year, as well as throughout the year, as division members-at-large join, send welcome letter providing Illinois Division board officer names and position and liaison contact information, as well as encouraging them to attend upcoming division events.
- Forward Illinois Division bylaws & standing rules proposed amendments and international bylaws & standing rules proposed amendments to all division members-at-large to get their input and to answer any questions they may have. Provide feedback to the division member-at-large delegate (if applicable) at the Illinois Division Annual Meeting and to the Illinois Division delegate to International Education Forum and Annual Meeting.
- Have a conference call/webinar to share news. Conference calls/webinars will be recorded to review at later times.
- Provide quarterly written report of activities to the Illinois Division board.
- Copy ID board on all correspondence sent to DMAL.
- Provide new member orientation packet to new DMALs (may use webinar or power point).

Bylaws & Standing Rules Committee

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence.
- Ensure that the Illinois Division bylaws and standing rules are in conformance with the international bylaws and standing rules.
- Propose amendments and resolutions as appropriate.
- Notify Illinois Division chapters via the Illinois Division newsletter of the February 10 deadline for submitting proposed amendments to the division bylaws and standing rules. Amendments are to be submitted to the chairman and each member of the committee and to the Illinois Division board contact.
- Edit and correlate all proposed amendments to the Illinois Division bylaws and standing rules and submit them, with the committee's recommendations and reasoning, to the Illinois Division board of directors, chapter presidents and members-at-large at least 45 days prior to the annual meeting.
- Submit the Illinois Division bylaws and standing rules to the international bylaws and standing rules committee for review.
- Review chapter bylaws and standing rules to ensure that they do not conflict with international or division bylaws on a rotating basis and upon request.
- Review adopted amendments to chapter bylaws and standing rules.

- Review new chapters' bylaws and standing rules.
- Assist the board of directors in preparing and submitting amendments to the international bylaws and standing rules committee on behalf of the division.
- Present amendments to the Illinois Division bylaws and standing rules for ratification at the annual meeting.
- Be responsible for distribution of revised Illinois Division bylaws and standing rules to all division chapters and members-at-large.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Submit an annual report to be included in the attendee materials for the annual meeting.
- Provide quarterly written report of committee activities to the Illinois Division board.

Certification Committee

The certification committee promotes the Certified Administrative Professional (CAP) exams, develops interest in the programs and implements educational programs within the division.

- Send introductory notification to chapter committee chairs and copy ID board contact, ID President, and chapter president on all correspondence.
- Promote interest in the CAP programs through the exchange of information and ideas and by supporting the activities of division chapters.
- Answer inquiries regarding the CAP programs from interested administrative professionals in the division.
- Keep division members abreast of news and changes regarding the CAP exams.
- Encourage division chapters to apply for recertification points related to the content of the CAP exam outlines when planning seminars and workshops.
- Submit articles relevant to certification for publication in the Illinois Division newsletter, subject to approval by the Illinois Division board of directors.
- Schedule routine conference calls with chapter presidents and certification chairs (separately).
- Create a model program for CAP study groups.
- Submit an annual report to be included in the registration materials for the annual meeting.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Provide quarterly written report of committee activities to the Illinois Division board.
- Create YouTube video on advantages of certification.
- Develop and distribute a step by step process to chapters for applying for recertification points.
- Create and record a presentation about Certification (program, process, why certify, etc.)

Finance Committee

(insert table showing audit schedule)

The finance committee completes a financial review of the division treasurer's records at the close of each fiscal year.

- Review all documents submitted for financial review once every three years. The treasurer is to assist in answering any questions regarding those documents.
- Recommend an auditor to the Illinois Division board. Once the auditor is selected, ensure that the auditor has all documents necessary to perform the financial review, assist in answering questions regarding the treasurer's records, ensure that the financial review is completed every three years, and that the appropriate reports are filed.
- Make recommendations to the budget.

- Receive a copy of the division's monthly reconciliation from the division treasurer.
- Make recommendations to the board on fiscal procedures and policies.
- Provide information for publication in the Illinois Division newsletter as necessary, subject to the approval of the Illinois Division board.
- Submit an annual report to be included in the attendee materials for the annual meeting.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Work collaboratively to communicate policies/procedures to chapters.

Membership Committee

The membership committee assists existing division chapters in maintaining and increasing membership, assists in the procurement of new chapters, and is responsible for processing membership inquiries received from IAAP headquarters.

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence.
- Develop ideas to promote the recruitment and retention of members.
- As lists of persons inquiring about membership are received from IAAP headquarters, provide the lists to the appropriate chapter Presidents for follow up and send the Illinois Division brochure to persons on the list.
- Respond to all other membership inquiries from prospective members, businesses, chapters and the media.
- Encourage new member orientation to chapters and provide sample template.
- Provide the Illinois Division president with information to recognize long-term members at the annual meeting.
- Share ideas and training with membership chairs.
- Provide information for publication in the Illinois Division newsletter as necessary, subject to the approval of the Illinois Division board.
- Submit an annual report to be included in the registration materials for the annual meeting.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Provide quarterly written report of membership activities to the Illinois Division board.
- Contact international members-at-large within Illinois and make them aware of the benefits of DMAL membership.
- Encourage and provide chapter new member orientation programs (ID can provide template/power point or headquarters (document 4719)).
- Contact chapter membership chairs of upcoming membership due dates and drops.

New Chapter Builder Committee

The new chapter builder committee is responsible for identifying potential new chapters within the division and for facilitating the formation of those chapters.

- Identify sites for potential new chapters by mapping the location of the division's existing chapters.
- Contact division and international members-at-large regarding new chapter building possibilities.
- Identify and encourage chapters to serve as potential new chapter sponsors. Assist sponsor chapters in the building of new chapters and in the mentoring and new chapter orientation process.
- Illinois Division will pay 50% of a new chapter's web community cost for the chapter's first year only.
- Serve as a clearinghouse for information on potential new chapter sites.

- Provide information for publication in the Illinois Division newsletter as necessary, subject to the approval of the Illinois Division board.
- Submit an annual report to be included in the attendee materials for the annual meeting.
- Provide mentoring and guidance for the first year of the new chapter's existence.
- Review and revise the "new chapter" manual to provide step by step process to successfully get chapter through first year.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Provide quarterly written report of committee activities to the Illinois Division board.
- Schedule routine calls with chapter nomination committee chairs.

Committee on Nominations

The committee on nominations assists in identifying candidates for division office.

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence.
- By November 1, notify all chapter presidents and division members-at-large via the Illinois Division newsletter that candidates are being sought for division office positions. Provide detailed information on the qualifications for each position and the procedure for nominating a candidate for office, indicating that nominations are due no later than Feb. 1.
- Assist the Illinois Division board in a success plan strategy for the purpose of identifying potential officers at the division and chapter level.
- Provide and promote succession planning materials for chapter officers, Illinois Division officers and the membership. Contact chapter presidents for recommendations for elected position candidates.
- Chair will have a goal of at least two (2) candidates per elected position.
- Review nominations as received to ensure that the candidate is eligible for office. Once eligibility is verified, send a confirmation letter to the respective chapter president with copies to the candidate, Illinois Division board contact & Illinois Division parliamentarian.
- By March 1, provide the list of candidates for each division office, along with their qualifications. Always include instructions on nominating candidates from the floor at the annual meeting.
- Prepare ballots for use at the annual meeting, and provide sufficient copies for all voting delegates at the meeting. Ballots are to be given to the Illinois Division parliamentarian for use by the teller's committee.
- Keep the ballot box for use at the annual meeting and pass on to the next nominations chair.
- Present the report of the committee during the business session at the annual meeting.
- Provide information for publication in the Illinois Division newsletter as necessary, subject to the approval by the Illinois Division board.
- Submit an annual report to be included in the attendee materials for the annual meeting.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Provide quarterly written report of committee activities to the Illinois Division board.
- Schedule routine calls with chapter nomination committee chairs.

Retirement Trust Foundation (RTF) Committee

The primary function of this committee is to promote interest in the International Association of Administrative Professionals' Retirement Trust Foundation (RTF) on a division-wide basis. The RTF committee has the following responsibilities:

- Oversee division fund raising for RTF.
- Encourage all chapters within the division to participate actively in all Retirement Trust Foundation projects sponsored by division and international.
- Encourage each chapter to sponsor at least one fundraising activity during the year.
- Educate members about the RTF and its programs.
- Notify chapter presidents to send their contributions directly to international headquarters with a copy of the transmittal letter to the division treasurer. Advise chapters of the deadline for contributions so they may participate in the awards program.
- Forward any funds raised at the division level to international headquarters with a copy of the cover letter to the division treasurer.
- Prepare RTF report for the annual meeting.
- Present the Retirement Trust Foundation Award at the annual meeting.
- Provide quarterly written report of membership activities to the Illinois Division board.
- Offer at least one webinar during the fiscal year outlining the RTF program.

Webmaster

The webmaster works with the Illinois Division board of directors to design and maintain a website that represents IAAP's and the division's objectives. The division board of directors provides updated information regarding division activities. Each chapter provides updated information regarding each chapter's activities for inclusion by the webmaster.

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence.
- Provide website maintenance.
- Provide recommendations for website redesign and development, if necessary.
- Update information at start of each new IAAP year (including new division and chapter officers, award information, logo, chapter programs, etc.).
- Update chapter web pages as requested.
- Post Illinois Division newsletter as provided.
- Post information related to Illinois Division events as provided.
- Provide links and other elements that make the pages usable and easy to navigate.
- Provide pages that are accessible to all web users, regardless of hardware and software.
- Respond to questions/troubleshooting issues via e-mail from visitors to the site.
- Submit an annual report to be included in the attendee materials for the annual meeting.
- Provide copies of all correspondence to the Illinois Division president, Illinois Division board contact and, when necessary, to the appropriate chapter president.
- Communicate with the web community administrator when needed.
- Provide quarterly written report of committee activities to the Illinois Division board.

Parliamentarian

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence. If the chapter does not have a parliamentary committee, send notification to the chapter president.
- Provide parliamentarian procedure guidance in accordance with latest edition of Roberts Rules of Order Newly Revised for Illinois Division board and chapters.
- At annual meeting and any special meetings, act as official parliamentarian.
- Oversee tellers committee at Illinois Division Annual Meeting.
- Offer a webinar during the fiscal year outlining parliamentary procedures.

Business Planning Liaison (open)

- Send introductory notification to chapter committee chairs and copy ID board contact, ID president, and chapter president on all correspondence.
- Develop a sample template for the board to use in creating a formal strategic plan.
- Work with the chapters to facilitate business planning workshops. Assist them in developing their chapter strategic plans.
- Review chapter business plans as requested.
- Review and revise business planning manual that includes the overall process of creating a strategic plan (including the liaison duties and responsibilities), to be used as a guideline for all chapters.
- Provide quarterly written report of liaison activities to the Illinois Division board.

PROTOCOL AND COURTESIES

Protocol is the proper etiquette for recognizing and honoring IAAP leadership positions at meetings and events.

Invitations to IAAP Functions

Invitations to IAAP functions should be issued as early as possible. Follow up should be made in writing to confirm date, time or place and expense reimbursement.

All invitations should include: 1) the name of the sponsoring unit, 2) the name of the function/event, 3) the day, date, hour, and location, 4) the topic the speaker will talk on, length of presentation, description of audience, 5) clarify payment of expenses and include an expense report, 6) hotel accommodations, 7) dress attire, 8) purpose of the function and any other information pertinent to the function, provide entire program agenda when available, 9) request for bio and picture. Sample invitation letters may be found in **Appendix A**.

The speaker should be advised whether there will be radio or television coverage of the function and if they will be meeting with media. Permission should be obtained from the speaker in advance of setting up media interviews.

International officers, district directors of the applicable district and division officers should be sent announcements and/or invitations for all chapter functions of special interest, such as chapter installations, certification presentations, seminars, etc. Invitations may be sent for other activities such as honoring employers, membership orientations, APD[®]/APW[®] activities, etc.

Expenses

Be sure arrangements are made for expenses. In the Illinois Division, each chapter is entitled to two visits at division expense per year by a division officer. Other visits are made at the expense of the chapter, and these expenses may include meals, transportation, and hotel accommodations if required.

When an IAAP international officer/trustee or division officer is invited to attend a function, the sponsoring unit should ensure all applicable expenses are paid. If the officer attends by choice, it is courtesy to waive registration and associated meals. This is another way of showing appreciation for the time given to support the unit's activities.

Do not hesitate to discuss expenses; it is beneficial to all involved to have a complete understanding before the event.

Speaker Protocol

Introduction of the speaker should be:

1. brief, but not so brief as to make the speaker feel unimportant,
2. factual and enthusiastic,
3. do not mention the speaker's name until you are ready for him/her to speak,
4. prior to stating speaker's name, refer to speaker as "our guest," "he" or "she," or in a similar vein.
After announcing the name of the speaker, step back from the microphone and out of the limelight -- it's the speaker's turn now.

When a guest speaker finishes, the chairman extends thanks and compliments, and presents gift, if appropriate. A contracted speaker should receive their fee after leaving the room, but a letter of thanks should be sent by the chairman or president the day following the meeting. Board officers and headquarters staff are excluded from receiving any honorarium.

Head Table Protocol

Head Table Introduction

Note: The president (or individual making the introductions) always looks at the audience during the introductions . . . he/she *never* looks at those he/she introduces. All seating introductions referenced are as you face the audience.

Introduce from the far left to the center, then from the far right to the center, as a general rule. All persons at the head table should remain standing until the introductions are complete.

IAAP Members - If Not Seated at Head Table

Introduce according to rank:

1. International President
2. International President Elect
3. International Vice President
4. International Secretary
5. International Treasurer
6. International Directors & Affiliate Representative
7. Executive Director
8. International Trustees
9. International Appointees
 - IB&SR Committee Chairman and members
 - International Committee on Nominations Chairman and members
 - The Trust Committee members
10. Division Officers
11. Chapter Presidents
12. Past International Presidents
13. Headquarters Managers

Depending on the function/event, **past** International officers, International trustees, division officers/committee chairs, and chapter officers should be given recognition at official functions.

Seating

The basic rules of precedence should be followed when seating guests at a head table. Precedence is based on one's official position or rank. **See Appendix B.**

Note: Whether an international officer or trustee was invited to attend the program or not, they still receive the courtesy of their office and are placed at the head table.

Highest ranking officers are seated at the head table. Supplementary honorary tables may be reserved immediately in front of the head table for past officers and trustees (international and division), committee chairman, and other guests.

Seating for programs and business meetings usually differ since it is often desired that the parliamentarian be easily accessible to the presiding officer. The final decision on seating is the prerogative of the president.

Head Table Seating

1. Determine the size of your head table.
 - a. At the chapter level, this would include the chapter officers, speaker, division and international officers in attendance.
 - b. At the division level, this would include division officers, international officers and speaker, coordinator, invocator, etc.
2. Prepare place cards with the last names of those seated at the head table
3. Decide which way you will seat the head table -- alternate (also called zigzag), or straight line.
4. Patterns are adjusted to allow parliamentarian and secretary to be positioned for convenience of presiding officer (usually to the immediate left) when business is being conducted.)

If you have a guest speaker who is not a member of IAAP, this person should sit to the right of the presiding officer. If the speaker is a member, you should place this person as close as possible to the presiding officer.

If an officer of a certain level is seated at the head table, include all officers of that level.

Where a number of IAAP officers, trustees and HQ managers are present, the following order is maintained unless one is the guest of honor or principal speaker:

1. International President
2. International Officers
3. International Directors & Affiliate Representative
4. Executive Director
5. Trustees
6. Headquarters Staff

If the program is to follow a meal, the guest speaker is seated to the right of the president at the table.

If government or civic officials are present at any meeting, they should be given preferential seating before chapter officers and, depending on the official's importance, perhaps before division and/or international officers.

If the president is not to introduce the speaker, the person introducing the speaker sits at the right of the speaker.

Reserved Tables

There are times when you may choose not to use a head table (e.g. banquet). In these instances you may have a few reserved tables toward the front of the room for special guests. You may want to combine people who have similar offices so dinner conversation will be more enjoyable and pleasant. When the time comes for introductions, the speaker moves to a standing podium and introduces those at the reserved tables in the same order as if they were seated at a head table. In the event that there will be a head table following a dinner, reserved table seating should be sufficiently mixed so as not to leave a vacant table.

Head Table Seating - Zigzag Pattern

1. Presiding officer is seated in center, or when number of seats is even, at first seat to right of center.
2. Guests are seated alternately, according to rank, first to the right, then left, right, left, etc., of presiding officer.
3. Highest ranking guest is always seated at the right of the presiding officer.
4. Person who is to introduce speaker is seated at immediate left of presiding officer.

Head Table Seating - Straight Line Pattern

1. Presiding officer is seated in center, or when number of seats is even, at first seat to right of center.
2. Guests are seated to the right of the presiding officer in order of rank, with the highest next to the presiding officer.
3. Officers are seated to the left of the presiding officer in order of rank, with the highest at the immediate right of the presiding officer.
4. Highest ranking guest is always seated to the immediate right of the presiding officer.
5. Person who is to introduce speaker is seated at immediate left of the presiding officer.

Chapter Events

The division president, if a guest, would be seated at the left of the chairman of the event, unless she/he is the guest speaker, in which case the division president would sit at the right of the chapter president.

The division president takes precedence over all other guests except the guest speaker or an international officer.

Other Points to Consider Regarding Seating

If the function is an all-day program during which people to be seated at the head table may vary, they should be informed when to come to the head table (preferably at some break) and where to be seated. It is a courtesy to appoint an escort for people who have to move to the head table.

If guests are present for a short period and must leave for business reasons or because the session is not open to guests (clergy, civic officials, etc.), they should be informed in advance that they may leave and be advised what their cue will be. The cue must also be of utmost tact, coupled with appreciation, etc.

The presiding chairman should make arrangements to be informed of important people attending any function, such as:

- Past International President and/or International officers.
- Past Division President and/or other division officers.
- The Trust Trustees
- International personnel, such as department and committee members and professional staff.

Presentations & Installations

Established procedure requires that, wherever possible, invitations to present be made according to:

- An International Officer
- A Division Officer
- A Chapter Officer

Publicity

Refer to the IAAP web community (<http://community.iaap-hq.org>) under Professional Resources under Leadership Guide, Publicity and Public Relations, for further details.

Chapter inviting Division/International officers

Chapter inviting Division/International officer(s) on Chapter letterhead:

Dear _____,

On behalf of the XYZ Chapter, this is confirmation of our telephone conversation of January 2, and your commitment to be our keynote luncheon speaker in Smalltown, USA, at the Friendly Neighborhood Hotel for our Administrative Professionals Day® event on April 25, 2007. As previously discussed, your topic will be "Shaping Your Future." You will have 45 minutes for your program, including Q&A time if you so desire.

We will be applying for CAP recertification points for the entire event. Accordingly, enclosed is the information that we will need from you no later than March 1.

The XYZ Chapter has chosen "*Shaping the Future*" as its theme the event. We have planned a full day event, with professional education sessions in the morning and afternoon. Our function will start at 9 am and conclude at 4 pm. Enclosed is a detailed program agenda for your reference. We would love to have you spend the entire day with us, but understand if that is not possible. To ensure appropriate seating, please let us know your plans for the day.

We will cover your travel and lodging expenses, along with any other associated expenses as our keynote luncheon speaker. Airfare reimbursement will be at the lowest coach fare available and mileage will be at the current federal reimbursement rate of 4.85¢ per mile. Should you require an overnight stay, we will make arrangements with the hotel to place your room on the master account and provide you with a confirmation number.

We look forward to your participation in our APD event!

Kind regards,

Chapter President CAP

Copy: Chapter Officers
APW/APD Meeting Coordinator

Division inviting International officers

Division inviting International officer(s) on division letterhead:

Dear _____,

On behalf of the Excellent Division, I want to officially invite you to join us in Smalltown, USA, at the Friendly Neighborhood Hotel for our 45th ABC Division Annual Meeting and Education Forum on June ____, 2007, hosted by the Career-Minded Admin Professional Chapter.

The Excellent Division, in conjunction with the Career-Minded Admin Professional Chapter, has chosen *Shaping the Future* as its theme. Excellent seminars have been planned for Friday afternoon, as well as an Open House event on Friday evening. The Saturday morning keynoter will be International President Chandler CPS. Our newly certified and recertified members will be recognized during the Saturday luncheon. On Sunday morning Mother Ruth will be presenting *Bob Rules* (reference Roberts Rules of Order).

We are unable to financially support your attendance, and will certainly understand if you must decline due to this reason or other commitments. However, if you are able to join us, please let me know. I will have a complete annual meeting registration packet sent to you, as well as comp your registration fee.

If you are unable to attend the annual meeting, then we look forward to seeing you at the International Convention and Education Forum in Tampa next July!

Kind regards,

Division President CPS/CAP

Copy: Division Officers
Annual Meeting Coordinator

**Appendix B, Seating Chart
Example 1**

Alternate or Zigzag suggested seating chart for Division Annual Meeting

(Looking at Seated Audience)

D-AM Coordinator	Division Corresponding Secretary	Division Vice President	International Director	International President	Lectern	Division President	International Secretary	Division President-Elect	Division Recording Secretary	Division Treasurer
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With International officers, The Trust Chairman and HQ personnel.

D-AM Coordinator	Division Treasurer	Division Recording Secretary	Division President-Elect	Int'l Director	Int'l President	Lectern	Division President	Int'l Secretary	The Trust Chairman	Executive Director	Division VP	Division Corresp. Secretary
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Straight Line Seating suggested seating chart for Division Annual Meeting

Division Treasurer	Division Corresponding Secretary	Division Recording Secretary	Division Vice President	Division President-Elect	Lectern	Division President	International President	International Secretary	International Director	D-AM Coordinator
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If the Parliamentarian will be seated at the head table, the following straight line seating chart is suggested:

Division Treasurer	Division Corresponding Secretary	Division Recording Secretary	Division Vice President	Division President-Elect	Lectern	Division President	Parliamentarian	International President	Executive Director	D-AM Coordinator
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Alternate or Zigzag suggested seating chart for Chapter Annual Meeting

	Chapter Treasurer	Chapter Recording Secretary	Chapter President-Elect	International Secretary	Lectern	Chapter President	Guest Speaker	Chapter VP	Chapter Corresponding Secretary	
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If the Parliamentarian will be seated at the head table, the following alternate or zigzag seating chart is suggested:

	Chapter Treasurer	Chapter Recording Secretary	Chapter PE	International VP	Lectern	Chapter President	Parliamentarian	Division Treasurer	Chapter VP	
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Example: Illinois Division Annual Meeting at which there is a guest speaker.

Audience

Chapter Co-Coordinator
Chapter President
International Director (or International Officer)
Keynote Speaker
Parliamentarian
Illinois Division President
Illinois Division President-Elect
Illinois Division Vice President
Illinois Division Secretary
Illinois Division Treasurer
Hotel Representative
Chapter Co-Coordinator

Example: Special chapter meeting at which there is a chairman and a guest speaker has been invited.

Audience

Chapter Vice President
International or Division Officer)
Guest Speaker
Chapter President
Event Chairman
Presenter of Invocation
International Trustee or Chairman
Chapter Secretary
Chapter Treasurer

Illinois Division IAAP Expense Voucher 2011-2012



Name (for payment) _____
 Address _____

 City _____ State _____ Zip _____

Receipt	Amount	Code1	Code 2	Code 3	Detail/Reason
		2000			
		2000			
		2000			
		2000			
		2000			
		2000			
		2000			
		2000			

Mileage				
Location	Amount	Code1	Code 2	Code 3
	\$ -	2000		
	Calculation		0.555	0
	\$ -	2000		
	Calculation		0.555	0
	\$ -	2000		
	Calculation		0.555	0
	\$ -	2000		
	Calculation		0.555	0

*mileage rate as of 7/1/2011

\$ -

\$ -

Additional comments/ Details:

Total Submitted: \$ -

Submitted by _____ Date _____
 Signature _____
 ID Officer _____ Date _____
 ID Officer _____ Date _____
 ID Treasurer _____ Date _____

paid on _____ amt paid _____ trans/check _____

IAAP IL Division Expense Codes

100 Code 2		500		Code 3	
101	Membership Rebate	501	HQ	547	Board member travel
102	Donations	502	Corporate	548	Printing
103	Fundraising	503	Private	549	ID Guest Hotel Room
104	PEP	504	IDAM	550	ID Guest Mileage
105	IDAM	505	corporate	551	ID Guest Airfare
106	Advertising	506	Seminars/Classes	552	ID Guest meals
107	Fees/Services	507	Refunds	553	ID Guest other travel
108	Board meetings	508	Registrations	554	entertainment
109	Chapter visits	509	Newsletter	555	Division of Excellence
110	Seminars/Classes	510	Website	556	Donations
111	Scholarships	511	Bonding	557	Fees
112	EFAM	512	Incorporation	558	Interest
113	misc	513	Taxes	559	Advertising
114	Chapter Recruitment	514	Meals	560	Fri Evening - meals
*115	Chapter programs fund	515	Mileage	561	Fri Evening - Entertainment
116	Pres Elect Meeting	516	Hotel room	562	Fri Evening - A/V
117	Board Committee expense	517	Meeting Room	563	Fri Seminar - Speaker
118	Committee - By-Laws	518	A/V	564	Fri Seminar - A/V
119	Committee - Certification	519	Tolls	565	Fri Evening - Servers
120	Committee - Finance	520	postage	566	Fri Evening - Tips
121	Committee - Membership	521	shipping	567	Sat Lunch - A/V
122	Committee - New Chapter Builder	522	supplies-gen office	568	PEP
123	Committee - Nominations	523	Airfare	569	Bank
124	Committee - Scholarship	524	Misc travel-taxi, parking	570	Other
125	Committee - Strategic Plannin	525	Audit - PY	571	Parking
126	Committee - RTF	526	Speaker Fee/Honorarium	572	Permits
127	Committee - DMAL	527	Fundraising	573	Pre-meeting meal
128	Committee - PR/Marketing	528	gifts/raffle prizes	574	Fri Seminar - registration
129	Committee - Ways & Means/Fundraising	529	Certification	575	Presidents Award
130	Website	530	Member goodwill	576	
*131	Newsletter	531	Delegate Registration	577	
132	Spring Meeting (Pre-PEP)	532	Supplies - install	578	
133	Fall Meeting (Pre-IDAM)	533	tips		
134	Awards	534	hotel fees - servers, etc		
135	Other	535	Returned/Cancelled Check		
136	Website	536	Host Chapter rebate		
*137	Newsletter	537	Division outing		
138	New Chapter Development	538	Friday Seminar - Facility		
139	Post IDAM	539	Friday Evening - Facility		
140	Presidents Discretionary	540	Saturday Lunch		
*141	Chapter programs fund	541	Saturday Banquet - Meal		
142	Corporate Recruitment	542	Sunday Breakfast		
143	Previous Year Expense	543	3rd Party Liability		
144	Bank	544	Web Community		
145	General ID expense	545	Decorations		
		546	phone/conference calls		

Sample Expense Voucher

Illinois Division IAAP Expense 2011-2012



Name (payable to) Suzy Member

Address 123 Best Chapter Lane

City My IAAP State IL Zip 61111

Receipt	Amount	Code1	Code 2	Code 3	Detail/Reason
Staples	\$ 26.95	2000	145	522	envelopes, folders
USPS	\$ 25.00	2000	145	520	stamps - general postage
Mcdonalds	\$ 5.25	2000	108	514	meal - traveling to board meeting
		2000			
		2000			
		2000			
		2000			

\$ 57.20

Mileage

Location	Amount	Code1	Code 2	Code 3
Naperville	\$ 13.88	2000	109	515
Chapter visit - Two Rivers -5/13	Calculation	25	0.555	13.875
Peoria	\$ 111.00	2000	108	515
Board meeting - 6/15	Calculation	200	0.555	111
	\$ -	2000		515
	Calculation		0.555	0
	\$ -	2000		515
	Calculation		0.555	0

*mileage rate as of 7/1/2011

\$ 124.88

Additional comments/ Details:

Total Submitted: \$ 182.08

Submitted by _____ Date _____

Signature _____

ID Officer _____ Date _____

ID Officer _____ Date _____

ID Treasurer _____ Date _____

paid on	amt paid	trans/check
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